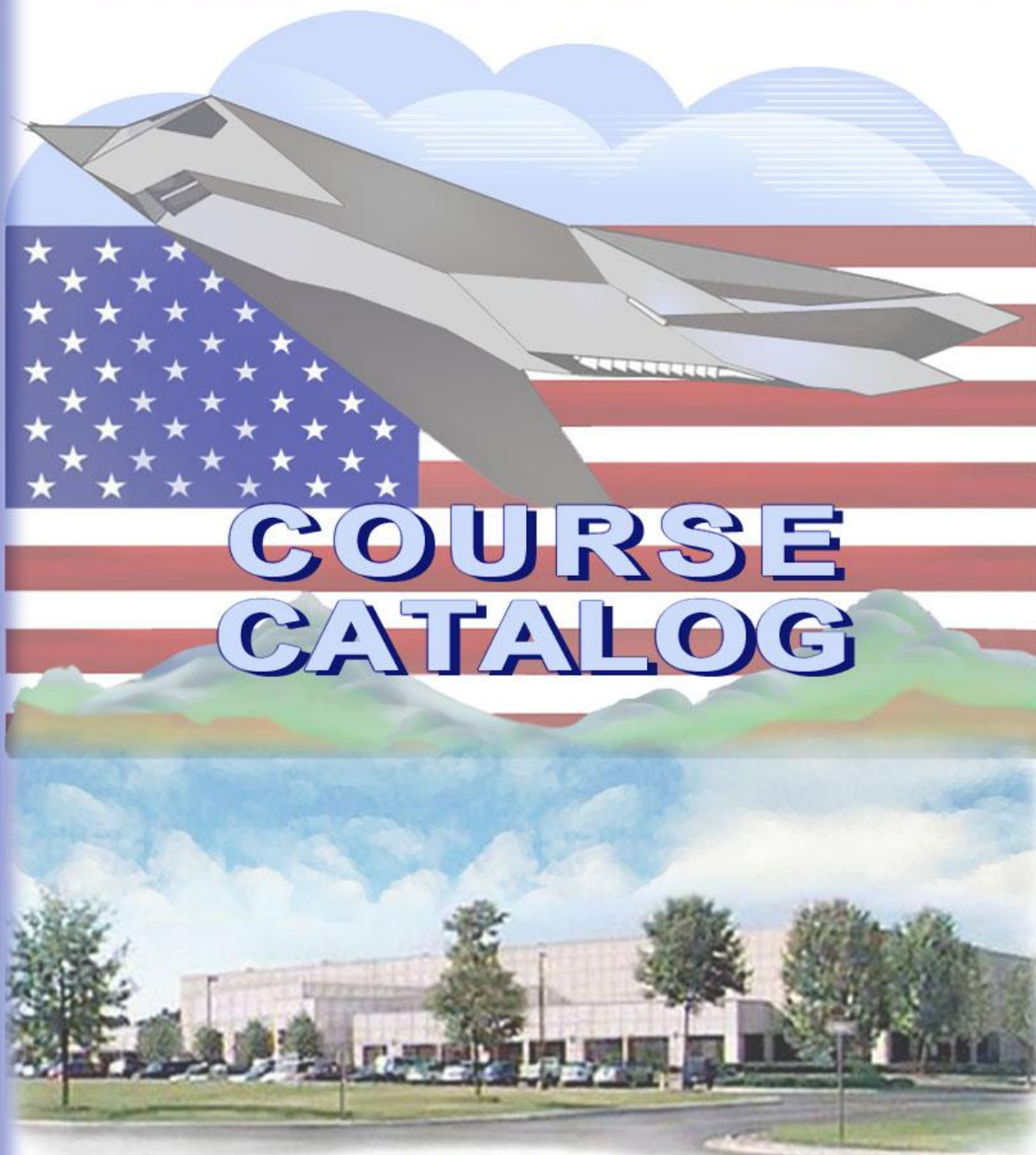


**AIR FORCE
CAREER DEVELOPMENT ACADEMY**



MARCH 2012

Air Force Career Development Academy

Administrative Information

Updated: March 2012

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Air Force Career Development Academy History

The Extension Course Program originated with the Army Air Corps. It was transferred to the Air Force upon activation as a separate service in 1947 and has continued as the Air Force's distance learning agency; making it one of the oldest continual Air Force programs.

The program, renamed the Extension Course Institute (ECI), became an Air University professional school in 1950 and was moved to its current location at Maxwell-Gunter. In 2000 the Extension Course Institute, the Air Force Distance Learning Office, and the Air Technology Network merged into a single distance learning entity: the Air Force Institute for Advanced Distributed Learning (AFIADL). Another milestone in the program's evolution occurred in 2008 with restructuring of HQ Air University. AFIADL was inactivated as a separate entity and merged with the AU Communications Squadron (AU/SC) to form a new Directorate of Education Logistics and Communications (HQ AU A4/6), with the Extension Course Program designated A4L.

In 2012, once again, the Extension Course Program (A4L) was realigned to better reflect its mission. An organizational change request (OCR) realigned the Extension Course Program (A4L) with the Barnes Center for Enlisted Education. This merger unified and strengthens AU's enlisted development mission. The OCR established a "new" Air Force Career Development Academy (AFCDA), continuing the Air Force's tradition of providing distance learning to its airmen.

AFCDA's mission charges it with managing all facets of curriculum development and delivery for the enlisted force's upgrade training. In this capacity AFCDA manages the development of 400+ courses and their delivery via print and other media to over 180,000 students annually.

AFCDA sustains and strengthens this role through the following:

- Continuing American Council on Education evaluation of our courses for credit recommendations in upper baccalaureate, lower baccalaureate, and vocational areas. This program assists graduates of our courses to continue their education and pursue degrees at non-DOD institutions.
- Providing our expertise to larger correspondence education communities. Our annual participation in a variety of conferences, and publishing articles in journals are the methods we use to gain and share knowledge.

- Maintaining an open line of communication to benefit the students. The AFCDA Catalog provides up-to-date information on our courses, programs, and points of information.

Current Operations

AFCDA's entire focus is distance learning (DL). It delivers education and training at a distance by developing, publishing and distributing career development courses, professional military education and specialized courses to Air Force warfighters and warfighting support people worldwide. AFCDA also distributes study material to eligible Air Force enlisted personnel in support of the Weighted Airman Promotion System (WAPs). The Air University Registrar provides enrollment services, maintain historical records, and produce transcripts and diplomas for non-resident courses.

AFCDA administers nearly 300 nonresident enlisted career development, enlisted and officer professional military education, and specialized courses for more than 180,000 students who enroll worldwide each year. Also, ECP furnishes all study materials for mid-level grades of the enlisted force under WAPs testing. ECP mails nearly 100,000 packages to promotion-eligible airmen each year. AFCDA is actively pursuing alternative delivery methods that include interactive CD-ROM products, electronic print-on-demand, and Internet access.

Instructional Technology

AFCDA operates in a fully automated environment. Course development, production, distribution, and the registrar and student administration functions are managed on a sophisticated system consisting of nearly 400 PCs and a mainframe. To profit from rapidly growing technological capabilities. AFCDA continually enhances its efficiency and productivity by seeking to procure advanced computer systems and software, and exploring alternative delivery methods for its courses. Doing so greatly enhances ECPs ability to meet the needs of the Air Force for better training.

Media Enhancement

In November of 1993, AFCDA incorporated the first computer-based instruction (CBI) in the curriculum. During that same time, ECP began to advocate hybrid course development—courses that would have both paper and multimedia. Unless otherwise coordinated with Airman Advancement Division (AAD), the paper portion covers all Specialty Training Standard (STS) items so that the material can be used as a reference for Specialty Knowledge Testing (SKT). The multimedia portion *enhances* or augments the course, teaching as interactively as possible those topics or STS items where students are having trouble learning by just reading the text. The same educational methodology is applied in the development of each medium. To date, we offer several hybrid courses with increasingly high interest from the functional areas growing everyday. If you are interested in developing a hybrid course, please read our *Media Enhancement Guide* found on our web site at: <http://www.au.af.mil/au/afiadl/> click Writer/Manager tab.

NOTE: Hardware requirements are also listed in the catalog under each course number. Please review the hardware requirements before enrolling in the media enhanced courses.

Interactive Multimedia Instruction

Since 2005 the Air Force Civil Engineering Support Agency (AFCESA), the Fire Fighter career field, and AFCDA have been engaged in an aggressive effort to develop and launch nine state-of-the-art fully interactive Web-based Fire Fighter CDCs. In 2008, those courses were successfully launched on the Air University Online Learning Management System, becoming AFCDA's first Web-delivered CDCs used for upgrading training. To date, over 6,103 students have enrolled in and/or completed the interactive Web-based fire fighter CDC courses.

The goal of interactive multimedia instruction (IMI) is to provide visually-based, interactive, individualized instruction. IMI can be more time-consuming and, therefore, more expensive to develop on the front end than a text-based product. So, as an Air Force manager, you must be prudent in selecting lessons or groups of lessons for IMI and ensure that IMI is the right choice for your course. Again, just as with any traditional or innovative course delivery, the same educational methodology is applied in the

development. If you are interested in IMI development, please read our *Interactive Multimedia Instruction Guide* found on our Web site at: <http://www.au.af.mil/au/afiadl/> click Writer/Manager tab.

Electronic Testing

The January 2005 implementation of E-Exam, computer-based testing for CDCs and PME, was the most visible of AFCDA's technology-based initiatives. To date, E-Exam is in use at more than 90 percent of test control offices serving the active, reserve, guard, and other U.S. service forces throughout the world. E-Exam offers advantages over a paper/mail-based system by eliminating delays in making tests available to test control centers and by providing immediate score results at the end of the test session (eliminating delays from mailing answer sheets back to the ECP and returning score reports to the students). Additionally, by making all tests available on-demand at testing centers, electronic testing eliminates lost test problems that sometimes occur when test offices have to forward tests for persons PCSing, TDY, or deployed.

Curriculum

AFCDA offers resident and non-resident curriculum.

Resident Curriculum

Acting within budget restrictions, AFCDA conducts a one-week course, the Course for Authors —MECI 100, to provide new career development course writers with the basic knowledge and experience needed to produce effective extension course materials. The course is a practicum in the use of instructional systems development to write and revise career development courses. During the week, new writers work under the tutelage of AFCDA educators and gain hands-on experience in every phase of course development: planning; writing topical statements; developing tests and text; and processing and evaluating a course. New writers also become familiar with the AFCDA's procedures and become acquainted with staff members with whom they will be working.

Non-resident Curriculum

AFCDA offers a Curriculum Broadcast and over 300 courses in three categories; professional military education courses, specialized courses, and career development courses.

Curriculum Broadcast

Curriculum broadcasts offer another way to communicate with CDC writers about issues affecting CDCs. While we post items to our Web site and communicate with individual writers, we are unable to reach large numbers of writers at one time. Broadcasts help us do that. Also, with a steady backlog of authors for our Course for Authors and things hanging as they do, broadcasts help us give new information with immediate feedback, train new writers, and reinforce learning for the authors who have previously attended the resident course.

Professional Military Education (PME) Courses

Professional military education courses are taken by both commissioned and noncommissioned officers. These courses teach leadership, management principles, and techniques of effective communication; problem solving, and analysis of professional reading materials; and international relations, national decision making, and defense management. They also cover the psychology of learning, individual differences, and the techniques of teaching. The courses give students the broad skills and knowledge needed to be effective at various stages in their careers.

Although AFCDA offers nonresident professional military education, PME is also available in-residence through the subject schools. Specifically, ECP offers the following programs:

- **Squadron Officer School (SOS) Nonresident Programs**
- **Senior Non-commissioned Officer (SNCO) Professional Military Education Course**

● Non-commissioned Officer (NCO) Academy Correspondence Course

● USAF Reserve (USAFR) Officer Preparatory Course

Accessing AFCDA Electronic Library

These courses provide valuable information and career broadening knowledge to individuals.

If you have already established a login ID and username for the AU Online LMS you may access the site at: <https://au.csd.disa.mil/kc/login/login.asp> then follow the below instructions (steps 5 through 8) to access the CDC Library.

Otherwise, please follow the instructions below for CAC access (no login ID/password required) to the Air University Online Library:

1. Access the AF Portal.
2. In the Portal on the left under "Quick Links" click on "Advanced Distributed Learning Service (ADLS)".
3. In the ADLS site (bottom right) click on "ADLS Gateway".
4. Next click on the "AU Patch" to launch the AU Online site.
5. In the AU Online site, left side, select "Library".
6. In the Library select "Resources".
7. "Search" the Library by "All", or by "CDC", in either case the 3 Volumes of CDC 2E154, Visual Imagery and Intrusion Detection Systems will display.
8. Click on any of the 3 volumes and a "navigable" (using the Bookmark Tab) and "searchable" PDF file of the particular CDC Volume will launch.

Note: Normally, most users in the field will directly access the AU Online site at the link above versus having to go through the AF Portal and will only perform steps 5 through 8 to access their particular CDC.

Career Development Courses (CDCs)

Career development courses constitute the largest portion of the institute's curricula. These self-study courses help enlisted personnel complete the specialty knowledge portion of the dual-channel on-the-job-training program. Enlisted personnel must complete career development courses successfully at various stages to advance in their careers. Career development courses are also available on a voluntary basis to others for career broadening. The institute offers career development courses in the career fields listed in the table below and continued on the next page. Interested students can obtain further information about ECP's courses and enrollment through their base education services office. A complete description and listing of courses offered by AFCDA is available in this catalog.

Course Title	Career Field Number
Fire Services	(10)
Aircrew Operations	(1A)
Command and Control Systems Operations	(1C)
Intelligence	(1N)

Aircrew Flight Equipment	(1P)
Safety	(1S)
Weather	(1W)
Manned Aerospace Maintenance	(2A)
Fuels	(2F)
Logistics Plans	(2G)
Missile and Space Systems Maintenance	(2M)
Precision Measurement Equipment Laboratory	(2P)
Maintenance Management	(2R)
Materiel Management	(2S)
Transportation and Vehicle Management	(2T)
Munitions and Weapons	(2W)
Communications-Computer Systems	(3C)
Cyber Support	(3D)
Civil Engineering	(3E)
Services	(3M)
Public Affairs	(3N)
Security Forces	(3P)
Mission Support	(3S)
Visual Information	(3V)
Hazardous Materials	(47)
Medical	(4)
Dental	(4Y)
Paralegal	(5J)
Chaplain Assistant	(5R)
Contracting	(6C)
Financial	(6F)
Reporting Identifiers	(9S)

Academic Credit Recommendations

A list of academic credit recommendations for AFCDA courses can be found in the *Guide to the Evaluation of Educational Experiences in the Armed Services*. You may also access the ACE Website at www.militaryguides.acenet.edu for credit recommendations.

Counseling Students

Base/Unit Functions

AFCDA depends upon unit education and training personnel to inform eligible persons of the AFCDA courses available, assist in their enrollment, and enforce rules and policies so the program can operate efficiently and provide maximum benefit to both the students and the Air Force. Policies and procedures outlined in this catalog are governed by AFI 36-2201.

Education Services Officers are responsible for local administrative handling of voluntarily enrolled students and for ensuring that they meet prerequisite qualifications. This includes reviewing for accuracy, approving, and transmitting applications. All enrollments for Air Force Active Duty, Air National Guard and Air Force Reserve personnel must be processed through MILPDS. See enrollment channels.

Base Education and Training offices designated by the major commands are responsible for administrative handling of students mandatorily enrolled in CDCs under the OJT program. All mandatory enrollments must be processed through the MILPDS. To prevent delays, Base Education and Training managers must take special care to verify the accuracy of all enrollment data.

Transactions processed through Base Education or Base Training Offices should be checked no later than 7 to 10 days using the web link to CDSAR to ensure transactions have been updated in the CDSAR System.

Course Progression

Education services officers, training managers, and supervisors should ensure each student receives the proper counseling and guidance. Students must understand their responsibility in meeting progress and completion schedules; especially students voluntarily enrolled in specialized courses and CDCs. They should encourage students to begin working as soon as their courses arrive and to study on a regular basis. Closely monitoring their students' progress increases the likelihood of course completions.

Your Key to a Successful Course

OJT supervisors/trainers should take time to go through the *Key to a Successful Course* with each student. Education Office Personnel should encourage voluntary students to read the “Key” prior to studying course materials. It is a valuable educational tool for students. By reading the “Key,” students will also become familiar with the AFCDA feedback and reinforcement system of learning.

Posting Changes

The first step for students to take (after reading the “Key”) is to post changes (if any) to their texts. Changes are noted on the course package shipping list.

Text Exercises

The texts are divided into learning segments or lessons. Each lesson has a series of self-test questions for the student to complete and to check by using answers provided in the text.

Unit Review Exercises (UREs)

The text also has multiple choice exercises for the student to complete. Supervisors/trainers should score Unit Review Exercises (UREs) for mandatory students as they complete each unit of study. Voluntary students should score their own UREs.

NOTE: Trainers should be sure to use *only* the scoring keys included in the student's package because scoring keys are updated with each mailing to show the latest scoring changes.

Completion Certificates

When a student satisfactorily completes the course exam (CE), AFCDA certifies course completion. Certification for all mandatory students is sent via AU FM 9. Voluntarily enrolled students will be sent an email notification of completion when a valid email address is available or an AU Form 9 if an email address is not available. In addition, AFCDA provides certification to HQ AFPC via AUTODIN for

completions by all active duty Air Force, Air National Guard, and Air Force Reserve personnel. This service provides for automatic MILPDS update. The AU FM 9 is the official source document for verifying course completion and posting personnel records.

Duplicate AU FM 9 postcards may be requested by contacting Air University Registrar Office, AU/CFRR, 60 Shumacher Ave, Maxwell AFB, AL 36112-6337, by calling DSN 493-8128 or Comm (334) 953-8128, by e-mailing student services @maxwell.af.mil, or through the e-customer helpdesk at <https://www.auecampussupport.com>. Information required for duplicate scorecards is student's name, last 4 of SSN, course number, and a complete mailing address.

All inquiries pertaining to officer PME must be processed through the servicing MPF Classification and Training Unit. If officer PME is not updated in MILPDS two weeks after course completions, contact AU Officer PME Update Office (AU/CFRO) for assistance, DSN 493-4776 or Comm (334) 953-4776.

Diplomas (Professional Military Education)

Air University Registrar Office automatically issues diplomas for Air War College, Air Command and Staff College, Squadron Officer School, Senior Noncommissioned Officer Academy, Command Noncommissioned Officer Academy, Airman Leadership School for students completing after 1 October 2002. If graduates of these programs do not receive diplomas within 60 days, they should contact AU/CFRR, with the exception of Air War College. Students should contact Air War College concerning their diplomas. Notify HQ AU A4/6O Helpdesk immediately if the student's name or rank changes during enrollment in all courses except AWC or ACSC to ensure correct information is contained on the diploma.

Transcripts

Air University Registrar provides transcripts for those completing AFCDA courses. Due to privacy act restrictions, the signature of the requestor is required. Access a transcript request document on the AU Registrar Website at <http://www.au.af.mil/au/registrar.asp>. Fax the request to DSN 493-8127 or COMM (334) 953-8127. Please allow two weeks for delivery of transcripts.

Point Credit

Members of the USAF Reserve and Air National Guard not on extended active duty may qualify for retirement point credit through enrollment and completion of AFCDA courses. Point credit is authorized according to eligibility criteria defined in AFM 36-8001. Members interested in point credit should consult AFM 36-8001 to ensure they meet all conditions. Questions concerning point credit should be directed to the Air Reserve Personnel Center (ARPC), DSN 926-6012 or Comm 1-800-525-0102, or visit their website at www.arpc.afrc.af.mil for additional information.

Points are based on the study hour (1 point per 3 study hours) allocation for each volume and/or CE. The AFCDA *Catalog* indicates the hour and point allocation.

Non-EAD officers cannot take CDCs (5-digit course numbers) for retirement point credit.

AFCDA reports satisfactory course completion to AFPC for inclusion into Guard and Reserve records.

Enrollment Information

Eligibility

Student eligibility is governed by the policies contained in AFI 36-2201. Participation in the program will not affect selection to the corresponding resident school.

AFCDA courses are available to a variety of individuals whose eligibility to enroll is based on their association with the US Government. Listed below are the various groups whose members may enroll in AFCDA courses. Following the list is a table of enrollment channels for these personnel.

1. Active duty, National Guard or Reserve members of the US military services. Retired military personnel are not eligible for enrollment.

2. Civil Air Patrol senior member officers or cadets who have achieved the General Billy Mitchell Award or higher.
3. Employees of the United States government, including nonappropriated fund and nonappropriated fund instrumentality employees.
4. Civilians of international countries employed by a DOD agency are eligible to enroll in job related CDCs. The request should be processed as a mandatory enrollment, using a unit mailing address, and the AU Form 23 should state 'Employee of the US Government'.
5. International military officers eligible for **foreign military sales** training programs may request enrollment in USAF PME correspondence programs. They will submit their applications for enrollment to the **in country US representative** who will act as sponsor and ensure the applicant meets enrollment criteria. Each enrollment is handled on a case-by-case basis. Refer to AFI 36-2301 para 11.2 for enrollment procedures.
6. Air Force contractor employees in accordance with ETCA, Section F, Paragraph 6.9, Air Force Education and Training Course Announcements.
7. Red Cross Volunteers donating their services to the Air Force (job-related career development courses or specialized courses only).

Pre-enrollment Counseling

Base Training and Education Officers, Managers, Monitors and Supervisors are responsible for ensuring that students are properly enrolled and are aware of the various controls, limitations, and benefits associated with their enrollments. The following topics provide necessary information to use when discussing course enrollments with students.

Enrollment Channels

Personnel who are	And who are	May enroll in AFCDA courses through	Applications must be approved by
Members of the USAF (enlisted)	On active duty, Air National Guard, or Air Force Reserve assigned to a Unit Exception: AFR assigned to a 900 Numbered Sq. RRPS, NARS (Sanctuary), or MAJCOM mobilization augmentee position. AFR assigned to ARPC in a category other than listed above.	Unit/Base Training and Education Offices utilizing the MILPDS system, when in upgrade/lateral training or retraining required by their major command to complete the requested course HQ ARPC/MSPUC-2 Denver CO 80280-3800 1-800-525-0102 X330 website: www.arpc.afrc.af.mil	Unit Education and Training Manager Air Reserve Personnel Center
Officers who are members of the USAF	On active duty, Air National Guard, or Air Force Reserve Officers assigned to a unit (exception IMA's) (See above)	Education Services Office utilizing MILPDS. (IMA's. See instructions in Block 1.)	Education Services Officer
USAF members	On active duty, Air National Guard, or Air Force Reserve Personnel at DEPLOYED LOCATIONS without MILPDS systems.	AU Form 23 may be faxed to DSN 493-8127 or Comm (334) 953-8127.	Education/Training Personnel
Civil Air Patrol Members	Senior member officers or cadets who have achieved the General Mitchell Award or higher	Wing Training Office or Education Services Office (See note 1 below)	Unit Commander or designated representative
Members of other Military services	On active duty, National Guard, or Reserve	Appropriate training or Education Services Office (See note 1 below)	A designated official of the applicant's service.
US Civil Service, including Non-Appropriated Fund	Employed by the USAF Employed by other Federal agencies	Base Education or Training Office (See note 1 below)	Education Officer or Supervisor
USAF Contract Employees	Eligible IAW ETCA	Base Education Office (See note 1 below)	Education Officer or Supervisor

Civilians of International countries	Employed by the Department of Defense	Base Education Office (See note 1 below)	Base and Unit Education and Training officer personnel or designated official of other services. Application should state "Employee of the US Government." Enroll as mandatory students and use unit address.
Red Cross Volunteer Workers	Donating their services	Base Education Office (See note 1 below)	Education Officer. Application should state "Volunteer Worker."
Foreign Military Officers	Eligible for Foreign Military Sales may enroll in officer PME, See AFI 36-2301, para 11.2	Base Education Office (See note 1 below)	In-Country US Sponsor

NOTE: E-mail AU Form 23 or AU23.pdf Enrollment application to request enrollment for all categories other than Active Duty Air Force, Air National Guard and Air Reserve personnel. Exception: Deployed Active Duty Air Force, Air National Guard and Air Reserve personnel at sites without MILPDS systems. AU Form 23s can be accessed at <http://www.au.af.mil/au/afiadl/> in the Forms folder. AU23s must be emailed to the email address on the form, student.services@maxwell.af.mil.

Enrollment Restrictions

Air Force Active Duty, Guard, and Reserve enlisted personnel may not enroll voluntarily in a CDC. This restriction applies to all federal employees who have military affiliation as a member of the Air Force Reserve. All CDC enrollments for Active Duty Air Force, Air National Guard and Air Force Reserve enlisted personnel will be submitted through the training office utilizing the MILPDS that is mandatory.

Enrollments that result in the student obtaining WAPS study materials are not authorized.

Enrollments in CDCs must be job related. The first two digits of a course number are used to verify whether a course is job related and in the individual's career field. Non-job related enrollments in CDCs require written certification from the individual's supervisor or officer-in-charge stating the CDC is necessary for job performance. In addition, active duty, guard, and reserve military enrolling in non-job related courses with proper certification, will still enroll mandatorily and will incur the same penalties as for mandatory job related CDCs.

Personnel in upgrade training may be enrolled in only one CDC at a time, unless approved by AFCDA and the Air Force Career Field Manager (AFCFM) for the student's Air Force Specialty (AFS).

Air Force Active Duty, Air National Guard, and Air Force Reserve students cancelled for course failure in mandatory CDCs will not be reenrolled. See AFI 36-2201.

Air Force Active Duty Air National Guard, and Air Force Reserve students dropped for nonparticipation, or withdrawn per student request, may *not* reenroll in CDCs without reactivation/reenrollment approval. See AFI 36-2201. Waivers to enroll in follow-on CDCs with prerequisite requirements will not be processed.

Students must possess the appropriate security clearance to be eligible to enroll in classified courses.

Enrollments in specialized courses will be voluntary. Any enrollment cancelled for nonparticipation in a specialized course will incur a six month restriction.

Two Time Course Failures Waivers for Air Force Active Duty, Air National Guard, and Air Force Reserve Personnel

After two time course failures, single course waivers for CDC series (A-B-C-etc.) can only be processed if there are no prerequisite requirements. When completion of prerequisites is required for follow-on enrollments, waivers must be processed for the entire CDC requirement (A-B-C-etc.).

Enrollment in More than One Course

1. Students who are training for award of a 3-skill level Air Force specialty code (AFSC) must *not* be concurrently enrolled in the 5-skill level Career Development Course (CDC) for the same AFSC. (EXCEPTION: Medical Laboratory Technician (4T)). This restriction applies to all federal employees who have military affiliation as a member of the Air Force Reserve.
2. Personnel who are eligible to participate voluntarily are limited to *one* voluntary enrollment in a CDC or specialized course at a time. The Education Office may approve a voluntary enrollment only if:
 - a. Any previous voluntary enrollment in a CDC or specialized course has been completed. A course failure in a *voluntary* CDC or specialized course is an unsatisfactory completion and does not incur a penalty.
 - b. Any penalty incurred for noncompletion of a previous voluntary enrollment in a CDC or specialized course has expired. Education Office Personnel should carefully check the training record of each potential voluntary enrollee to ensure enrollment eligibility.
 - c. A student may be enrolled voluntarily in two different course types at one time. Examples: one PME and one CDC, one PME and one specialized course, or one CDC and one specialized course.

General Enrollment Information

CDSAR Access

Cancellation/Status Codes used in CDSAR

CC – Course completed satisfactorily.

CF – Course cancelled for failing both exam attempts.

AE – Enrollment cancelled by A4/60S for administrative expediency. No penalty incurred.

SR – Enrollment cancelled because of student request. Cancellation can be processed through MILPDS. Penalty will be incurred for mandatory enrollments. Voluntary enrollees in CDCs or Specialized Courses will incur a six-month penalty.

Per AFI 36-2201, Chapter 6 Para 10 – Mandatory CDC enrollment cannot be cancelled unless specified by the AFCFM or the member is being discharged. AFCFM directed cancellations must be processed A4/60S and not through MILPDS. The E Customer Help Desk should be used to process these requests.

NP-Enrollment cancelled for failure to complete all course requirements within the allotted time. Voluntary enrollees in CDCs or Specialized Courses incur a six-month penalty.

(PME-See individual courses for penalty information.)

See Reactivation/Reenrollment requirements for information on procedures and policies for Air Force Active Duty, Air National Guard and Air Force Reserve students when a mandatory CDC enrollment is cancelled.

MILPDS

Applications for mandatory enrollments of Active Duty Air Force, Air National Guard, and Air Force Reserve personnel are processed through MILPDS. Confirmation of processed actions should be verified in CDSAR within 7-10 days from the original input date.

NOTE: Confirmation or rejection of this input can be verified by the Transaction Register (TR) that lists PTI 40S, usually received about 7-10 days after the original input.

Education and Training managers are required by AFM 36-2622 V5 to enroll mandatory students through the use of these terminals. Problems should be addressed to local Personnel Systems Manager (PSM). Mandatory and enrollments for Air Force Active Duty, Air National Guard and Air Reserve Personnel will not be manually processed.

AU FM 23, Enrollment Procedures

The AU FM 23 is used for:

- US civil service employees, Department of Defense (DOD) military personnel, (other than Air Force Active Duty, Air National Guard, and Air Reserve Personnel), Civil Air Patrol members, volunteer and contract workers, and international civilian employees of DOD agencies and foreign military members.
- Applications for courses requiring certification or special approval.
- All AU FM 23s received from Active Duty Air Force, Air National Guard, and Air Reserve military personnel will be returned to sender without action.
 - Deployed Active Duty Air Force, Air National Guard and Air Force Reserve Personnel at sites without MILPDS systems can use the AU FM 23 for both voluntary and mandatory enrollments. Fax to DSN 493-8127 or Com (334) 493-8127.

NOTE: AU FM 23 may be obtained on line at <http://www.au.af.mil/au/afiadl/> in the forms folder or through your local base education/training office.

To complete the enrollment application, follow these instructions:

Item 1

AFCDA Course Number Desired: Access the AFCDA Catalog at <http://www.au.af.mil/au/afiadl/> for the course number, availability of course, and eligibility. For CBI course materials also check for system compatibility prior to course enrollment.

Item 2

Course Title.

Item 3

SSN: Verify Social Security Number, Enrollments will not be processed without a valid SSN (exception international civilian employees).

Item 4

Phone Number (POC for the application).

Item 5

Name (Complete name of student is required).

Item 6

Category (Check appropriate box).

Category			
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(For all enrollees)			
AFRES – EAD OFF	1	Marine – ACT/RES	Q
AFRES – EAD AMN	2	Coast Guard – ACT/RES	H
ANG – EAD OFF	3	AFRES – Non EAD AMN	A
ANG – EAD AMN	4	AFRES – Non EAD	B
Reg AF – OFF	5	ANG – Non EAD OFF	C
Reg AF – AMN	6	ANG – Non EAD AMN	D
CAP	7	Foreign Military	F
Army – ACT/RES/NG	8	U.S. Civilians	P
Navy – ACT/RES	9	International Civilians	S

Item 7

Current Grade (Fill in the appropriate GS, WG, or WS paygrade for civilians and the appropriate E-, O-, ranks for sister service personnel and international officers).

Item 8

Enrollment Code (Check appropriate box).

Code L-MANDATORY ENROLLMENT: Use for civilians of the international countries enrolling in job related CDCs. Enrollment application should state “Employee of the US Government.”

Code N-VOLUNTARY ENROLLMENT: Members of other US military services, Civil Air Patrol, US Civil Service (including non-appropriate fund) and USAF contractor employees (eligible IAW ETCA, Section F, Paragraph 6.9). Red Cross volunteers must include the statement: “Volunteer Worker.”

Item 9

Address (Complete address to include 9 digit mailing zip code is required).

Item 10

Test Control Facility Zip Code/shred (Enrollment cannot be processed without the Test Control Facility zip code where you will be taking your final exam) (Use the web link to obtain a listing of TCFs in zip code order at <http://www.au.af.mil/au/afiadl/> .

Item 11

Comments.

Item 12

E-mail address (students email address, not required, however, is beneficial when trying to contact the student)

Item 13

Signature (both student and approving official) (Approving official confirms eligibility of student, accuracy of data and then signs the form). Electronic signatures may be used.

Test Control Facility

When enrolling students through Base Education and Training Office, Education and Training managers must make sure they use the correct TCF zip code and shred (11 digits - zip code, dash, plus four numbers

and shred). In most cases they will use the local number, but not when enrolling a student from a geographically separated unit (GSU) serviced by their MPF. In that case they should use the TCF zip code and shred of the enrollee's base of assignment.

The correct four-digit extension to the zip code should not consist of 0001, 5000, or 0000. Test Control Facilities utilizing these extensions should obtain correct plus four extensions from the local postal system. AFPC will update all TCFs into the MILPDS. In addition, the unit requesting enrollment or in-processing transferring students should ensure the enrollment request reflects the enrollee's correct TCF zip code and shred.

Special Enrollment Instructions

For Air Force Special Investigation Agency

Air Force Special Investigation Agency personnel must process all enrollments through HQ AFOSI/DPPT, 1535 Command Drive, Suite C207, Andrews AFB, MD 20762-7002.

For ALL CLASSIFIED AFSCs

These CDCs are administered jointly by AFCDA and Goodfellow AFB, TX. Enrollments will be processed through MILPDS. Upon receipt of the Welcome Card (AU Form 9), training managers must contact the 17 TRS/TSRP, 170 Griffin Street, Goodfellow AFB, TX 76908, in writing (FAXs sent to DSN 477-3928/5518 or Comm (325) 654-3928/5518 are acceptable) to coordinate shipment of the CDCs and course exams. The request should include the course number, unit POC, DSN number, unit mailing address, and Defense Intelligence Agency (DIA) document account number. If this is a first time request, the letter must also include a unit security manager endorsement verifying the training manager's security clearance and certifying that the unit has suitable storage capability for Secret material and classified course exams.

For Reporting Identifiers 9S100

Applied Geophysics and Applied Sciences Job Knowledge Development Courses (JKDCs) are administered jointly by AFCDA and Goodfellow AFB, TX. Enrollments will be processed through MILPDS. AFCDA will send a Welcome card (AU Form 9) and a test answer sheet. Unit training managers must then contact 312 TRS/DOEX, 170 Griffin Street, Suite 1B, Goodfellow AFB, TX 76908-4213 in writing (DSN FAX 477-4501 or Comm (325) 654-4501) to coordinate shipment of JKDCs. Provide the following information when ordering: Course number, enrollee's name, SSAN, rank, enrollment date, unit of assignment, and the unit's POC, DSN number, and where JKDCs will be shipped. If the enrollee is stationed at other than an AFTAC unit, the request must also include a separate letter (or endorsement on the JKDC enrollment request letter) from the unit security manager verifying the enrollee's security clearance.

PME Distance Learning

Enrollments for all PME correspondence programs are processed via MILPDS for Active Duty Air Force, Air National Guard and Air Reserve Personnel. IMA reservists must enroll through ARPC in Denver. DSN 926-6396 or Comm 1-800-525-0102X330. IMA reservists may request enrollments through website at www.arpc.afrc.af.mil. However, AWC and ACSC nonresident programs require certain eligibility requirements, and procedures vary from AFCDA enrollments. Education Office personnel should refer to the AFCDA catalog for procedures to follow to obtain assistance or address questions concerning course or student status and requirements.

Air Command and Staff College Distance Learning Program

The ACSC DL Program, both correspondence and seminar, requires completion of a 50-lesson course. All eligible students must enroll through the AUSIS website at <https://ausis.maxwell.af.mil>. Please contact acscdl@maxwell.af.mil if you have problems with creating a new student account. Please contact ACSC Technical Services, DSN 493-7032 or email at acscdl.tech@maxwell.af.mil if you have questions. Additional information on ACSC DL Programs can be found at <http://www.acsc.au.af.mil/>.

Air War College Nonresident Studies Enrollment

The AWC Nonresident Studies Program provides a seminar or correspondence option for program completion, both of which parallel, as closely as practical, the resident school curriculum. These self-study programs are designed for eligible senior level personnel who are unable to attend AWC in residence.

Additional information on AWC Non-Residence Programs can be found at:

<http://www.au.af.mil/au/awc/awchome.htm>

Reenrollments

PME, Specialized and Career Development Courses (voluntary enrollments)

Voluntarily enrolled students who are disenrolled for noncompletion (NP) of a specialized course or CDC within the time limits are ineligible to enroll voluntarily in a specialized course or CDC for Six months following the date of disenrollment. Enrollees in PME programs should see specific course guides and/or handbooks. Students who are eligible to enroll in a course for a second time should follow normal enrollment procedures after the restriction period is over, even though they possess the original course package. This provides them with current course materials and assures compatibility of course materials with updated course examinations

Mandatory CDCs (Two-time Course Failure)

Students who are cancelled for two-time course failure in a mandatory CDC may not reenroll in that CDC in either a mandatory or a voluntary status. Follow procedures in AFI 36-2201 Table 6.1 Note 1 for CDC waiver procedures.

Reenrollment/Reactivation Waiver for Cancelled CDCs

Active Duty Air Force, Air National Guard, and Air Force Reserve personnel disenrolled from mandatory CDCs for noncompletion (NP) or cancelled by student request (SR) will not be eligible to reenroll or have the CDC reactivated without an approved waiver. For waiver information see reactivation/reenrollment procedures below, or refer to AFI 36-2201 Table 6.1 Notes 4 and 5. Waivers to this policy must fully document extenuating circumstance that justifies reenrollment/reactivation.

Reenrollment Procedures for Mandatory CDCs

Approval authority is MAJCOM Training Manager for active duty, HQ AFRC/DPTS for Air Force Reserve personnel, and HQ ANG/DPDT for Air National Guard personnel. Approved reenrollment packages will be forwarded from the MAJCOM to AU CFRR, 60 Shumacher Ave, Maxwell AFB, AL 36112-6337 for processing. Reenrollments should be requested only for those students who do not have original course material, the cancellation has exceeded the 90-day timeframe and the edition of the course that the student was enrolled in is deactivated. **Reenrollments are not authorized for Active Duty Air Force, Air National Guard and Air Reserve Personnel members failing their CDC COURSE EXAM twice.**

Reactivation Procedures for Mandatory CDCs

Approval authority is squadron commanders or equivalent if the period of disenrollment is 90 days or less. Reactivation beyond 90-days must be processed for group commander approval (approval authority for ANG is ANG/DPD) and can be accomplished only if the edition of course that the student was originally enrolled in is still the active edition. There can only be one reactivation granted. For courses deactivated by the AFCFM trainee must complete the new course and request an enrollment waiver. If no course materials are available, follow reenrollment waiver instructions. Approved reactivation packages are forwarded to AU A4/6OS, 50 S Turner Blvd, Maxwell AFB-Gunter Annex AL 36118-5643 or faxed to DSN 596-6143. ECP will open the enrollment for 90-days, and forward the course examination, if needed. Any request for reactivation received at AFCDA without proper approval will be returned to the requester to route through proper channels.

NOTE:

1. To allow sufficient time for processing, reactivations must reach AU A4/6OS well in advance of the 90-day expired limit.
2. Enrollments that have previously been reactivated for a 90-day period cannot be reactivated again.
3. If an enrollment has expired over 90 days, and the course or edition has been deactivated, reactivation is not possible.

Professional Military Education Programs

See specific PME Course Study Guide and/or Handbook for procedures to request waivers for enrollment in PME Programs.

Time Limits

Course Time Limits

AFCDA courses must be completed within specific time limits, depending upon the type of course or the type of enrollment. The time limits stated for the various programs/enrollments below begin from the date of enrollment and require the completion of the course examination, and a retake CE, if necessary. The date of enrollment is printed on the Enrollment Postcard that is forwarded to each new enrollee.

- Squadron Officer School (SOS) Program-Refer to student handbook.
- Senior NCO Academy Correspondence Course-Refer to student handbook.
- NCO Academy Correspondence Course-Refer to student handbook.
- CDC Courses–12 months (30 additional days are allotted for ordering, processing, and mailing CDCs.)
- Specialized Courses time limits are determined by the OPR.
- Exceptions to CDC courses must be authorized by the Career Field Manager and must also be noted on the CFETP.

Extensions

Students are granted enrollment extensions in some courses when events beyond their control prevent them from meeting the time requirements. Extensions are limited to a maximum of four months per CDC, and specialized course. Extension requests should be submitted approximately three months prior to enrollment expiration. Enrollees in PME programs should see specific course guides and/or handbooks.

NOTE: All personnel who are deployed and enrolled in CDCs are authorized a 12-month extension to their current enrollment. The 12-month extension begins from the time of the current enrollment expiration date. These additional extensions must be done at AU A4/6OS. To minimize impact, Base Training Managers will be the focal point for providing AU A4/6OS with member's full name, social security number, and the course number in which member is enrolled. Base Training will request the extensions via the <https://www.auecampussupport.com>. Do not extend personnel based solely on the fact the individual is deployed. Extensions are granted on a need base, justified by the inability of the individual to progress in CDCs caused by environmental and/or mission requirements in the deployed location. The unit commander has final approval authority for all 12-month extension requests.

- Unit or Base Education/Training Office Personnel may request initial 4-month extensions for mandatory Air Force Active Duty, Air National Guard, and Air Reserve personnel through MILPDS (exception: officer PME extensions must be approved by the schoolhouse) if the capability is available. (**NOTE:** Confirmation or rejection of this input can be verified by the Transaction Register (TR) that lists PTI 40S, usually received about 7-10 days after the original input.) Transaction requests should be verified in CDSAR within 7-10 days.
- Students other than Air Force Active Duty, Air National Guard, Air Force Reserve personnel

must submit their request to the Base Education/Training Office who will request the extension via the AFCDA on-line customer support center at <https://www.auecampussupport.com>.

- The losing unit is responsible for requesting an extension of the course prior to the trainee departure. The extension will be requested if a trainee is at the 10th month of the CDC enrollment and is within 60 days of PCS.

Course Completions

Satisfactory completion of the course examination or retake examination within the enrollment time limit constitutes course completion. To complete the course examination or retake satisfactorily, the student must attain a passing score. The passing score for CDCs and most specialized course examinations is 65 percent. However, the passing score for PME courses varies. Passing scores for these courses are:

- Course 00012 and Course 00014 Senior Non-Commissioned Officer Course-70%
- Course 00020 Squadron Officer School-65%

Requesting Assistance

Administrative Help

Questions and requests for assistance should be submitted to the Customer Help Desk at www.auecampussupport.com. Unit training managers without web access should contact their Base Education Offices for assistance. The E-Customer Service will replace routine Form 17's, e-mails, and phone calls. The only AU FM 17's received by fax or US Postal Service that will be processed are the requests for reactivations, which must have the appropriate signature. In addition, phone queries will be limited and routine e-mails will not be processed.

NOTE: ACSC students should request assistance through acsc.dl@maxwell.af.mil or contact ACSC Student Services at DSN 493-7901 or Com (334) 953-7901.

The E-Customer Service has a large searchable knowledge base of answers. If you are unable to find the answer to your question, please use the "My Question/Answer" tab to submit a question. A response will be forwarded to you promptly.

NOTE: Questions pertaining to course content; i.e., use of equipment, correct answers for URE and exam questions, or policy or procedural questions should be referred to the course author. Questions on course content forwarded to AFCDA may receive a delayed response.

Fax Numbers

If there is a problem with the telefax operation, Education Services Officers or Base Education and Training managers should call Student Administration or the AU Registrar Office for assistance.

Student Administrations (AU A4/6OS) FAX number is DSN 596-6143 or Com (334) 416-6143. AU FM 17s should be faxed to Student Administration Branch for students who records are not maintained in MILPDS.

The Registrar Services FAX number is DSN 493-8127 or Com (334) 953-8127.

The Registrar Services can be reached at DSN 493-8128 or Com (334) 953-8128 ext 4 for assistance.

AU FM 17

AU FM 17s will only be accepted from locations not having access to the electronic <https://www.auecampussupport.com> helpdesk. EXCEPTION: Requests for reactivation must be faxed or mailed because of the required signature for approval. Also, student instructional questions will be

received via fax or mail. This AU FM 17 is designed to provide the necessary information to research student records rapidly and to assure that the request is understood. The blocks in Section I must be completed for all inquiries. Checked blocks in Section II indicate the action or information desired. The Remarks section may be used for additional clarification. All AU FM 17 inquiries concerning a mandatory enrollee should be signed by the supervisor/trainer indicating the requested action.

NOTE: AU FM 17s can be accessed on line at <http://www.au.af.mil/au/afiadl//> in the forms folder.

Message or Letter Requests

AFCDA responds to message/letter inquiries by the fastest means available. ***Message inquiries must be used only for critical or emergency cases.*** Message or letter inquiries must include all enrollment record information normally required by the AU FM 17. When writing to AFCDA, the address should always be included on the correspondence as well as the return envelope. Mail is opened by an automated process and return envelopes are not usually forwarded to the action office with the correspondence. Before requesting CE results, units should allow ample time for mailing and processing of the CE answer sheet. The message address for all inquiries concerning course exams is AU A4/6OS or e-mail data.branch@maxwell.af.mil.

NOTE 1: For students enrolled in the AWC Seminar and Correspondence Programs, Education Services Officers should communicate *directly* with AWC/NS, not with AFCDA, to obtain assistance. They should contact the Directorate of Nonresident Studies (AWC/NS) at DSN 493-6093. Correspondence should be addressed to AWC/NS, 325 Chennault Circle, Maxwell AFB AL 36112-6427 or faxed to DSN 493-7225 or Com (334) 953-7225. Each student receives Maxwell AFB Form 80, AWC Nonresident Studies Student Request, in the *Program Guide* at the time of enrollment. If used, the AU FM 17 should be sent directly to AWC/NS.

NOTE 2: ACSC students should contact ACSC/DLO at DSN 493-7901 or Com (334) 953-7901 or via the e-mail at acscdl@maxwell.af.mil, to request assistance with issues concerning course policy. These inquiries may also be mailed to ACSC/DLO, 225 Chennault Circle, Maxwell AFB AL 36112-6426.

The AU FM 17 can be used by ACSC students for administrative assistance (i.e., name or rank changes, address changes, TCF changes, extensions, etc.). Active Duty Air Force, Air National Guard, and Air Reserve Personnel should contact their training manager or education office for assistance before requesting assistance directly from ACSC/DL. These inquiries should be addressed to acscdl@maxwell.af.mil or faxed to DSN 493-4003 or Com (334) 953-4003.

NOTE 3: Do not use AU FM 17 to request enrollment in correspondence courses. Enrollments for Active Duty Air Force, Air National Guard, and Air Reserve personnel are processed through MILPDS at their local Base Education Services office. AU 23 is to be used for voluntary enrollments for other US military personnel, CAP, international officers, Red Cross volunteers, and civil service employees. Do not use the customer support helpdesk to request enrollments or reenrollments.

Senior Noncommissioned Officer Distance Learning Courses 12 & 14

00012 or 00014 — SNCO - Distance Learning Course

General: The Senior Noncommissioned Officer (SNCO) Distance Learning Course is a voluntary, computer-based, self-study course administered by AFCDA and the Barnes Center for Enlisted Education. Enlisted PME distance learning courses are designed to provide professional development to enlisted military members at specific and critical points in their career. These administrative policies and procedures were developed to support the goals and objectives of enlisted PME. The AFCDA Catalog is the definitive guidance for all enlisted PME distance learning courses. Students must frequently review the Catalog during their enrollment to ensure compliance with any changes in administrative policies.

CONTENT: Courses 12 and 14 consist of five objectively evaluated subcourses. The design of the courseware requires the five subcourses to be completed in succession. The content is summarized as follows:

12-G and 14-A, Profession of Arms (POA): Upon completing this area, you should be able to explain to your subordinates how their unit-level duties fit in the larger context of joint operations that support national policy. You will also gain knowledge of the heritage and history of the enlisted corps. The POA topics will also expand your knowledge of the role of the Air National Guard and the Air Reserve Forces. You will learn about subjects such as Doctrine, Strategy, and Space Operations. You will also hear perspectives of the AF Chief of Staff, former Chief Master Sergeants of the Air Force, former POWs, and other influential people.

12-H and 14-B, Communication Skills: In the Communication Skills area, you will be exposed to developmental lessons designed to help you understand how effective communication skills will enhance your leadership ability. In the Communication Skills area you will receive instruction in preparing and organizing both written and spoken communications; developing effective paragraphs; supporting your assertions; and editing written communication.

12-I and 14-C, Behavior Analysis: This area enables leaders to know and understand why people act and react as they do. With lessons examining behavior from many angles, you will gain a broader perspective of the diverse patterns of behavior displayed by subordinates.

12-J and 14D, Human Resource Development (HRD): This series of lessons will provide you with leadership tools and methods you can use to improve your subordinates overall job performance. The lessons in this area are designed to help you learn when to adjust your leadership and supervisory style to your workers experience and needs. These lessons will allow you to explore the different theories of motivation and how to motivate your workers to do their best work.

12-K and 14-E, Organizational Management: The lessons in this area will provide you with a broad view of organizational design and structure. You will learn how to be proactive in your leadership role as you face organizational restructuring and constant change.

STUDENT ASSESSMENT: Courses 12 and 14 contain exercises designed to enhance understanding of the lesson material. Each subcourse contains lesson review exercises at the end of each lesson. Student command of leadership and communication principles are assessed by formative exercises for the purpose of feedback and re-study. There is a formative exercise at the end of each subcourse. Graded summative examinations which follow each subcourse are proctored tests administered by the Education Services Flight or other designated test control facility. Formative exercises and summative examinations are based on the same educational objectives listed in the overview of each subcourse instructional area. The formative exercises and summative examinations are not exactly the same; however, the exercises and examinations were developed from the same lesson material and measure the same desired behaviors.

FEEDBACK: At the end of each subcourse, for Course 12 and the entire course for Course 14, please complete the survey; respond as specifically and accurately as possible.

ADMINISTRATIVE GUIDELINES: The following paragraphs describe policies, administrative procedures, and course requirements applicable to the SNCO Distance Learning Course.

COURSE MATERIALS:

COURSE 14: This course is internet-delivered, so only an enrollment email will be sent to each student to confirm enrollment. The official student enrollment date is indicated in the email.

Minimum Computer Requirements: CPU: Pentium 166 MHz; RAM: 64 MB; CD-ROM speed: 8X; Free Hard Drive Space: 160 MB; Video Card: SVGA; Sound Card: Sound Blaster 16 Compatible; Speakers or Headphones required; Monitor Size & Dot Pitch: 15"; Internet Connection: Modem: 56K Int PNP V90; Windows Operating System: Windows 98 or later.

Recommended Computer Requirements: CPU: Pentium III 500 MHz; RAM: 128 MB; CD-ROM speed: 24X; Free Hard Drive Space: 320 MB; Video Card: SVGA 8 MB; Sound Card: Sound Blaster 16 Compatible; Speakers or Headphones required; Monitor Size & Dot Pitch: 15" SVGA; Internet Connection: High-Speed Internet; Windows Operating system: Windows 98 or later.

ELIGIBILITY:

Active Duty Air Force: ADAF personnel in the grade of E-6, E-7, E-7 select, or above are eligible for Courses 14. TSgt (E-6) must have completed NCOA and have 2 years Time in Grade to enroll.

Air Force Reserve (AFR): The following AFR personnel are eligible for Courses 14:

- All categories of reservists in the grade of TSgt (E-6) may enroll in SNCOA Distance Learning Course 14. The following criteria must be met:

Must have completed the NCOA at least 12 months prior

Must have 24 months time-in-grade as a TSgt

Must complete AU Form 23, signed by their wing training office, then forward

to AFRC/A1TS for validation

- E-6/E-7 (or E-8 promoted to SMSgt under the EPME Air Force promotion deferment policy) with at least one year since completion of NCOA, resident or Distance Learning. In addition, the member must have a 7-skill level, and 24 months time-in-grade as a TSgt.

NOTE: AFR criterion is based on military grade only; civil service pay grade or position is not used to determine eligibility.

Air National Guard (ANG): The following ANG personnel are eligible for Courses 14:

- E-6 completed NCOA and have 2 years Time in Grade to enroll
- E-7 (no minimum time in service required)
- E-8 promoted to SMSgt under the ANG EPME deferment policy

NOTE: Air Technicians must meet military eligibility criteria to enroll; civil service pay grade or position is not used to determine eligibility.

OTHER U.S. MILITARY SERVICE MEMBERS: Courses 14 is open to other U.S. DoD military component personnel (Army, Navy, Marines, Coast Guard) in the grade of E-7 and above, and to non-military technician civil service members in the grade of GS-6, or equivalent WG, WL, and WS. Civil Service personnel must have verification from their supervisor or commander that they are occupying a management position.

RESERVE POINTS: The Air Reserve Personnel Center (ARPC) records ANG and USAF Reserve retirement credit points. Do not contact Barnes Center/Academic Affairs, AU A4L, or AU A4/6O concerning retirement points. Sole authority for award of these points rests with HQ ARPC/DPPKB.

STUDENT: The SNCO Distance Learning Course is *voluntary*. STUDENTS MUST: 1) READ AND COMPLY WITH SNCO DISTANCE LEARNING COURSE POLICIES AS LISTED IN THE EXTENSION COURSE PROGRAM CATALOG, and 2) BE AWARE OF THE COURSE START AND COMPLETION DATES. *No outside agency is tasked with monitoring course progress or completion.* Students should work with the Education Services Flight/Unit Training Section (ESF/UTS) to order and schedule examinations. Students should follow a regular program of study to allow sufficient time for required course examinations prior to course expiration. The student and ESF/UTS must also ensure the back of the answer sheet is annotated with the date the test was administered (see Academic and Testing Requirements). All name, rank, and address changes are the responsibility of the student, and must be provided in writing to AU A4/6O. Provide copies of official orders and AU Form 17 to ESF/UTS to request change of Test Control Facility as a result of PCS or extended TDY. Students should anticipate problems and seek assistance from AFCDA and the ESF/UTS for any circumstances that might hinder course completion. STUDENTS MUST FOLLOW-UP ON ALL TESTING TO ENSURE THEIR TEST TRANSMITTED AND WAS RECEIVED AT AU A4/6O.

EDUCATION SERVICES FLIGHT/UNIT TRAINING SECTION (ESF/UTS): Although students are ultimately responsible for their own course success or failure, Education and Training personnel must be prepared to assist students by providing accurate enrollment and policy information. The Course Development and Student Administration/Registrar (CDSAR) program is a read-only student database that provides real-time student performance data directly from AFCDA and is available through the AU A4/6O Data Branch. CDSAR is the sole source to determine student enrollment data. It is MANDATORY that ESF/UTS personnel use CDSAR for ALL student transactions. This provides the most accurate information and improves student guidance, feedback, and customer service. ESF/UTS personnel **MUST** verify student enrollment via the CDSAR program prior to any test administration. Failure to do so may result in a potential test compromise. ESF/UTS personnel will transfer test files to AU A4/6O immediately following each test and confirm student record update in CDSAR.

AFCDA: All administrative support for the SNCO Distance Learning Course is provided by AU A4/6O, including course enrollment, examination scoring, duplicating, and shipping. AU A4/6O is the point of contact to change addresses, have damaged or lost materials resent, or for general course inquiries. All communication with AU A4/6O must be initiated online via the e-Customer Support website at: <https://www.auecampussupport.com> and must include the student's full name, last four of the social security number, course name/number and the nature of request. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed. Due to the complexity of some requests along with required research, a response may take several duty days.

BARNES CENTER EPME ACADEMIC AFFAIRS: The EPME Academic Affairs/Operations and Policy (DOP) section is the office of primary responsibility for managing EPME distance learning programs. Academic Affairs/DOP serves as the liaison between Barnes Center EPME Academic Affairs, AFCDA and AU A4/6O in managing distance learning programs and maintaining program integrity. Academic Affairs/DOP is the final review and appellate authority for extension and exception to policy requests. All communication regarding the SNCO Distance Learning Course must be sent through AU A4/6O online via their e-Campus Support website at: <https://www.auecampussupport.com> and must include the student's full name, last four of the social security number, course name/number and the nature of request. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed. Due to the complexity of some requests along with required research, a response may take several duty days.

ACADEMIC AND TESTING REQUIREMENTS: There is no single end of course examination for Courses 12/14. Students are evaluated following each subcourse through summative examinations. The summative examinations (12G – 12K or 14A - 14E) are computer-based tests, which must be scheduled and taken at the ESF or other designated test control facility. The academic requirement for each subcourse is 70 percent. Course 12 and 14 tests must be taken in order: 12G - 12K or 14A - 14E. **No more than one test may be taken per day.** Students, to include ANG and AFRES failing a subcourse examination, may retest once on that subcourse after 72 hours.

IMPORTANT NOTE: All exams administered outside of the conditions previously stated will not count towards course completion, and students will be required to retest on the appropriate exam.

STUDENTS MUST FOLLOW-UP WITH ESF OR DESIGNATED TEST CONTROL FACILITY TO ENSURE THEIR TESTS ARE FORWARDED TO AU A4/6O FOR SCORING AND POSTING IN THEIR STUDENT RECORD. Failure to follow-up could jeopardize the successful completion of Courses 12 or 14.

TIMELINES: The SNCO Distance Learning Course consists of an open enrollment with maximum of 72 months enrollment in the current course edition code. All students will be actively enrolled in the program until they meet the academic course requirements or are involuntary disenrolled for a course failure.

NOTE: For Course 12, the enrollment period begins on the date the course materials are mailed from AU A4/6O, not the date the student receives course materials. For Course 14, the enrollment period begins on the date the enrollment post card is mailed or email sent, not the date the student receives the post card or email.

VOLUNTARY DISENROLLMENTS: Students may voluntarily disenroll at any time during their enrollment if personal or professional obligations preclude course completion. These requests must be submitted via the electronic customer service (e-Customer Support) program, managed by AU A4L, which replaces routine emails, phone calls, faxes, and the AU Form 17. After submission, a reference number for the request will be created and a confirmation receipt will be e-mailed.

Student Request (SR): Code SR identifies a voluntary disenrollment per student request. Students are entitled to reenroll after 3 duty days and no partial credit will be awarded for previous enrollments.

INVOLUNTARY DISENROLLMENTS: There is only one category of an involuntary disenrollment.

Course Failure (CF): Code CF identifies a disenrollment category for students who do not meet the academic requirements. Course failure status results from failing both an initial and a retest. Students that are disenrolled for course failure are entitled to reenroll after 3 duty days and no partial credit will be awarded for previous enrollments.

RECORDS UPDATE: Course completion will be posted to student personnel records by AU A4/6O through a direct computer data link to the HQ Air Reserve Personnel Center (ARPC). ARPC will update local files for Reserve and Guard personnel. This process may take up to 4 weeks; therefore, course completion may not be reflected in student records until after students receive their course completion card. If a course completion card is not received within 1 month of course completion, students must follow-up with their Testing Facility to verify testing results. If stationed overseas, this period could be longer. For records certification, do not contact Barnes Center/Academic Affairs/DOP, AU, AFCDA or AU A4/6O. All inquiries concerning records updating must be directed to the local Military Personnel Flight (MPF).

DIPLOMAS/TRANSCRIPTS: SNCO Distance Learning Course diplomas and transcripts are handled by the AU Registrar at HQ AU/CFRR, 60 Schumacher Avenue, Maxwell AFB, AL 36112-6337, DSN 493-8128 or commercial (334) 953-8128. Transcripts must be requested in writing and must contain students' signature. Requests may be faxed to DSN 493-8127 or commercial (334) 953-8127. All students completing the SNCO Distance Learning Course should receive a diploma following course completion. Students promoted while enrolled in the SNCO Distance Learning Course MUST update their student records by submitting an AU 17 to AU A4/6O, 50 South Turner Blvd, Maxwell-Gunter AFB, AL 36118-

5643. Diplomas will not be reaccomplished if a change request is submitted after course completion. To receive college credit for this course, students should request that a transcript be sent to their educational institution. The SNCO Distance Learning Course is eligible for Community College of the Air Force (CCAF) credit. Refer to the CCAF catalog for the number of credit hours awarded.

Squadron Officer College Nonresident Program 00020 (Course 20)

General

Squadron Officer College (SOC) educates company grade officers in the basic concepts of modern-day air and space warfare and the essentials of military leadership. Squadron Officer School is offered in both resident and non-resident (distance learning) formats. SOC also offers the four-course Leadership Development Program and the four-course Leadership Option to Air University's Master of Military Operational Art and Science Online Master's Program from Air Command and Staff College.

SOS Mission : Educate, motivate, and mentor captains as current and future Air Force leaders.

Program Description

The SOS nonresident program covers three core areas of study based on the Air Force Institutional Competency List (ICL; AFDD 1-1 *Leadership and Force Development* (16 November 2011) and AFD 36-26 *Total Force Development*):

A. Ethical Leadership (Course A) examines personal core values and those of the Air Force and develops the trust and commitment of others, personal accountability, and the ability to maintain checks and balances. The course enables students to practice acting in accordance with the high standards of the Air Force and to recognize the positive effect of such behavior on co-workers.

B. Decision Making (Course B) focuses on using proven processes to make effective and timely decisions. Students learn to study data/information from multiple streams and use it to influence decisions, relying on analytic methods in all decision making, understanding interdependencies and interoperability across all associated forces, analyzing situations critically to anticipate second- and third-order effects, and establishing metrics to evaluate results and implement feedback. C. Builds Teams and Coalitions (Course C) addresses establishing alliances, assembling teams, fostering team cohesiveness, attending to the diverse interests of team members, and ultimately expanding networks and alliances at all levels..

Delivery Format

Program 00020 (web-based instructional modules)

- Course content is available to students via Air University's Blackboard Learning Management System
- Computerized testing is available at most Test Control Facilities)

Eligibility

- US armed forces officers (active duty, Reserve, or National Guard) – selected for the grade of captain (O-3) or above
- Civil Air Patrol officers – selected for captain or above
- Federal civilian employees - GS-9, WG-10, WL-9, and WS-8 and above who possess regionally-accredited baccalaureate degrees and have completed their probationary employment periods (that is, have finished one-year as federal employees)
- International officers and civilians - see AFI 36-2301, Paragraph 11.3 for enrollment criteria and procedures

NOTE: There are no time-in-grade restrictions for any of the eligible categories. For example, the SOS resident program's 7-year TAFCS restriction (ETCA 36-2223, formerly AFCAT) for active duty officers DOES NOT apply to the nonresident program.

Time Limits and Completion Requirements

Students must complete the entire program within twelve months of their enrollment dates. Any required test mailing, scoring, and posting are part of the twelve -month time limit. There is no requirement to complete a certain test within a specified time frame as long as all tests are successfully completed within the twelve months. Procrastination is the major reason some students do not complete the program in the allowed time. Students are responsible for understanding the course requirements/policies and tracking their own progress and expiration dates. It is not the responsibility of the Education Office, Test Control Facility (TCF), or Squadron Officer College to track the student time limits.

Testing

Upon enrollment, students must conduct self-study and pass tests covering the three areas of study in the sequence presented above (A, B, and C). Students have two opportunities for each area of study to achieve minimum test scores of 65 percent correct. Failing retake tests results in disenrollment. Upon re-enrollment, no credit is granted for tests passed during previous enrollment periods. All tests must be taken while students are currently enrolled in the program. No credit is given for tests passed after enrollment expiration. Therefore, **TCFs must verify that students are enrolled before administering tests.**

Electronic testing is the default method of testing. TCFs with electronic testing capability may download Program 20 tests from the AU A4L website. **If electronic testing is not available, TCFs must request paper versions of tests from AU A4/6O.** Students may take tests electronically if they transition to locations that use the electronic testing.

Electronic Testing Procedures: Students receive their results (and feedback on units requiring more study if they fail) immediately after taking electronic tests; however, areas of study are not considered officially complete until AU A4/6O receives students' electronic test results and posts passing scores to students' records.

Paper Testing Procedures: Tests are delivered via first-class mail (averaging 7 and 14 days respectively for stateside and overseas delivery). Students must ensure the TCFs have their tests and must schedule times to take them. When students complete tests, TCFs mail the answer sheets to AU A4/6O (TCFs should not fax answer sheets). After scoring mailed answer sheets, AU A4/6O automatically forwards subsequent tests. When students pass tests, tests for the next area of study are mailed. If students fail, retake tests are mailed. Areas of study are not considered officially complete until AU A4/6O receives students' test answer sheets, grades them, and posts passing scores to students' records.

Enrollment Extensions

Extensions are considered on a case by case basis. If circumstances over the course of enrollment prevent students from passing all tests before the expiration date, they may request three-month extensions. Students must include brief rationale for extensions and must have passed the exam for at least Course A.

Students who need additional time after receiving a total of three months in enrollment extensions must request approval from SOC for an additional extension of no greater than three months. Not all extension requests are approved. The sum of extensions on an enrollment is restricted to **no more than six months**. Students who are not finished after six months of extensions must reenroll and start over.

Disenrollment/Reenrollment

Students are disenrolled if they do not complete the program within the twelve -month time limit, fail a retest, or request disenrollment. Dis-enrolling **DOES NOT** result in a restriction period before reenrolling. Students may reenroll at anytime. When students reenroll into the program, they start from the beginning. No credit is granted for prior work accomplished.

Program Completion

Diplomas/Transcripts: The AU Registrar handles diplomas and transcripts. After all program requirements are completed, the Registrar mails diplomas to the addresses listed in student records.

Transcripts must be requested in writing. Letters may be mailed to the Air University Registrar (AU/CFRR), 60 Shumacher Ave, Maxwell AFB, AL 36112-6337 or by fax to (334) 953-8127/DSN 493-8127. There is no fee. For more information, contact the AU Registrar (Student Records) or visit

<http://www.maxwell.af.mil/au/registrar.php>

Records Update:The only agency authorized to update personnel records is the Officer PME Branch (AU/CFRO). Phone numbers are DSN 493-4814/4776 or Commercial 334-953-4814/4776. The fax number is DSN 493-8127 or Commercial 334-953-8127 and the address is 60 Shumacher Ave, Maxwell AFB AL, 36112-6337. The Officer PME Branch has a direct computer link to the Air Force Personnel Center (AFPC) to input data. AFPC updates local Military Personnel Flight (MPF) computers and HQ ARPC (for AFRC and ANG) files. Students' master records are updated in 3-4 days. This information then passes to local MPFs. This process may take up to 4-6 weeks. Students should not contact AU A4/6O, the AU Registrar, or SOC concerning their records updates unless meeting a board in less than a week.

Students can check with their MPF Classification and Training Units.

NOTE: NOTE: No record of test scores, test failures, or disenrollment is maintained in personnel records. Program completion is the only event recorded in personnel records.

Course Hours and Retirement Points Credit: The Air Reserve Personnel Center (ARPC) determines and records Air Force Reserve Command (AFRC) and Air National Guard (ANG) retirement points. HQ ARPC/DDPPKB is the sole authority for awarding these points (DSN 926-6012 or toll free 1-800-525-0102 ext. x71285).

Student Responsibilities

The student alone is responsible and accountable for understanding and meeting the overall program and individual course requirements within the time constraints.

	Program 00020	
Core Area of Study	Hours	Points
Profession of Arms	12	4
Military Studies	21	7
International Studies	18	6
Communication Studies	18	6
Leadership and Management Studies	27	9

Academics

The student alone is responsible and accountable for understanding and meeting the overall program and individual course requirements within the time constraints.

Career Development Courses (CDCs)

(1A) Aircrew Operations

1AX5X-Aircrew Fundamental Journeyman

1AX5XN-Electronic CDC

1 Volume: Activated - October 2008

Hours: Volume - 24 CE - 6

Points: Volumes - 8 CE - 2

Content: This one volume course covers information concerning enlisted aircrew AFSCs, progression within those AFSCs, and US military command structures; covers information on crew resource management fundamentals, aircrew training, and standardization and evaluations; covers information concerning aircrew member responsibilities, flight authorizations, the career enlisted aviator flying program, and scheduling restrictions; covers information concerning publications, technical orders, the AFTO IMT 781 series, and the flight crew information file; covers information concerning aircraft oxygen systems, aviator hazards, hazardous materials, and the Bird Avoidance Strike Hazard program; and finally covers information concerning Air Force security programs, aircrew information security, and aircrew operations security.

1A051-Inflight Refueling Operator Journeyman

1A051N-Electronic CDC

1 Volume: Activated – June 2009

Hours: Volumes – 33 CE - 6

Points: Volumes - 11 CE - 2

Content: This one volume course covers basic duties as a boom operator, TACC and the CRW, and the Affiliation Program and history that include safety, CRM, and passenger handling procedures. It covers basic aerodynamics and weight and balance, and general knowledge of the aircraft. This volume deals with Air Refueling and terminology and touches on cargo planning, loading methods, and transportation of hazardous material, finally covers the basics of navigation, and weather.

1A151-Flight Engineer Journeyman

1A151N-Electronic CDC

3 Volumes: Activated - April 2011

Hours: Volumes - 72 CE - 15

Points: Volumes - 24 CE - 5

Content: Volume 1 contains information that is applicable to all flight engineers, information concerning flight engineer duties and career progression, initial qualification (IQT), mission qualification (MQT), and continuation training (CT), information on weight and balance, aircraft performance, general flight rules and information on (HQ) USAF and major command (MAJCOM) responsibilities. Volume 2 covers information on aircrew check flights and aircraft acceptance inspection as well as maintaining aircraft forms. Also, contains information on general navigation, crew resource management, operational risk management, and the aircrew standardization and evaluation program.

1A251-Aircraft Loadmaster Journeyman

1A251N-Electronic CDC

1 Volume: Activated – August 2009

Hours: Volumes – 33 CE - 6

Points: Volumes – 11 CE - 2

Content: This one volume course covers basic information applicable to all loadmaster functions. It contains information concerning career path, functions and responsibilities; contains passenger, troop handling, and emergency procedures; contains aircraft weight and balance; contains safety, loading/unloading operations and restraint; and finally contains Air Transportation of Hazardous Material and airdrop.

1A351A-Airborne Mission System Specialty Journeyman

1A351N-Electronic CDC

3 Volumes: Activated – November 2009

Hours: Volumes - 45 CE - 9

Points: Volumes - 15 CE - 3

Content: Volume 1 covers general aircrew information and communication publications and procedures. The subjects covered in this volume range from security clearances to how to talk on the radio. Volume 2 covers general aircraft systems, basic electronic principles, and some test equipment an AMSS may work with. The subjects covered in this volume range from cooling systems to how to troubleshoot equipment. Volume 3 covers general communications principles and radar principles. The subjects covered in this volume range from wave theory to electronic warfare.

1A351B-Airborne Mission System Specialty Journeyman

1A351O-Electronic CDC

3 Volumes: Activation – November 2009

Hours: Volumes - 54 CE - 12

Points: Volumes - 18 CE - 4

Content: Volume 1 covers subjects such as satellite systems, Joint Tactical Information Distribution Systems, and Identification, Friend or Foe Concepts. Volume 2 covers subjects such as computer security, computer hardware and software, and computer fault isolation. Volume 3 covers subjects such as Network Concepts, Open System Interconnection Model, and Network Security.

1A451-Airborne Operations Systems Journeyman

1A451J- DVD Format

1A451N-ELECTRONIC CDC

2 Volumes: Activated – January 2010

Hours: Volumes - 51 CE - 9

Points: Volumes - 17 CE - 3

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Content: Volume 1 covers basic information applicable to all airborne operators: Such as, information concerning career ladder progression, duties and responsibilities; introduces radar and theory; addresses identification, friend or foe/selective identification feature theory, electronic warfare concepts and passive detection theory; and finally, this volume will cover communication principles, radiotelephone procedures, and airborne data systems. Volume 2 contains information concerning airborne command and control systems to include the AWACS, JSTARS and Gunships; this volume discusses ground/sea based command and control systems to include the Army, Navy and Marines; it covers operation

procedures to include surveillance procedures, mission requirements, and battlespace management; finally, this volume addresses weather information.

1A651-Flight Attendant Journeyman

1A651N- Electronic CDC

1 Volume: Activated – February 2009

Hours: Volumes - 18 CE - 3

Points: Volumes - 6 CE - 1

Content: This one volume course will provide additional information on the flight attendants responsibilities along with a brief history of the career field and assignment opportunities. This volume will discuss the mission preparation and provides information on the documentation used to do the job. It will cover meal service, the aircraft systems and equipment needed to perform the job effectively, and safety and security.

1A751-Aerial Gunner Journeyman

1A751N-Electronic CDC

2 Volumes: Activated – November 2008

Hours: Volumes - 30 CE - 6

Points: Volumes - 10 CE - 2

Contents: Volume 1 covers basic information applicable to all aerial gunners. It covers information concerning career ladder progression, duties and responsibilities, auxiliary equipment, cargo ramp and door and cargo sling, and finally this volume contains information concerning explosive safety, ammunition basic, ammunition storage and handling systems ASHS and pyrotechnics. Volume 2 contains information about aircraft system such as fuel and hydraulics. It covers aerodynamics and flight surfaces. Finally, this volume covers information concerning trainable gun mounts and both HH-60 and AC-130 weapon systems.

(1C) Command Control Systems Operations

1C051-Airfield Management Journeyman

1C051N-Electronic CDC

4 Volumes: Revised - January 2001

Hours: Volumes - 87 CE -18

Points: Volumes - 29 CE - 6

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Content: Volume 1 covers the management of office publications, communications security (COMSEC) material, and flight information publications (FLIP). Volume 2 pertains to airfield design and management. Volume 3 pertains to flight planning displays, publications, and emergency actions. Volume 4 pertains to flight plans, NOTAMs, passenger processing, and flightline driving program.

1C052-Aviation Resource Management Journeyman

1C052N-ELECTRONIC CDC

5 Volumes: activated – September 2010

Hours: Volumes - 72 CE - 15

Points: Volumes - 24 CE - 5

Content: Volume 1 covers career progression, system management, and managing the Aviation Resource Management System (ARMS) database. Volume 2 covers the areas of aviation service and resource management. Volume 3 discusses aerospace medicine, managing the aircrew training program, and training documentation. Volume 4 covers aircrew scheduling, squadron functions, and flight documentation. Volume 5 covers flight and jump record folders, incentive pay, and database queries.

1C072-Aviations Research Management Craftsman

1C072N- ELECTRONIC CDC

1 Volume: Revised - June 2006

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: Unit 1 discusses operations security (OPSEC) in relation to AFSC 1C072; Unit 1 also includes the Privacy Act Program. Unit 2 addresses safety as it applies to your work center. Unit 3 covers Air Force Publications with a review of the Flight Information Publications (FLIPS) system. In Unit 4, we talk about data processing functions and data base management as it affects you. Finally, Unit 5 covers officer boards and reviews the requirements as they apply to each Aeronautical Rating Board (ARB) and Flight Evaluation Board (FEB).

1C251A or 1C251S-Combat Control Journeyman

1C251N- Electronic CDC

3 Volumes: Revised - Feb 2011

Hours: Volumes 87 - CE - 18

Points: Volumes 29 - CE - 6

Content: Volume 1 focuses on combat control history and employment methods. Volume 2 establishes a foundation for developing individual skills (i.e., weapons and demolitions) used by combat controllers. Volume 3 covers specific missions and explores the tools of the trade.

Special Information: CDC 1C251A and 1C251S have the same content. The difference is that A is a paper course with a paper exam and S is on CD-ROM with an electronic exam.

Systems Requirements:

●	300 MHz Pentium or higher
●	128 megabytes RAM or higher
●	16X CD drive
●	MS Windows 98, 2000, NT, ME, or XP
●	Sound card with speakers or headphone (for game)
●	Adobe Acrobat Reader 5.0 or higher
●	Internet/web connection

1C251B or 1C251T-Combat Control Journeyman

1C251O-Electronic CDC

4 Volumes: Revised - May 2003
Revised - April 2000
Initial Activation - November 1995

Hours: Volumes - 75 CE - 15
Points: Volumes - 25 CE - 5

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Content: Volume 1, covers air traffic control fundamentals such as airspace, weather, and basic radio communications. Volume 2 explores the myriad of air traffic control rules and how to apply them. Volume 3 is an in-depth discussion of assault zone operations, including surveying and demolitions. Volume 4 explains fire support principles including fixed and rotary wing close air support.

Special Information: CDCs 1C251B and 1C251T have the same content. The difference is that B is a paper course and with a paper exam and T is on CD-ROM with an electronic exam.

Systems Requirements:

●	300 MHz Pentium or higher
●	128 megabytes RAM or higher
●	16X CD drive
●	MS Windows 98, 2000, NT, ME, or XP
●	Sound card with speakers or headphone (for game)
●	Adobe Acrobat Reader 5.0 or higher
●	Internet/web connection

1C351-Command Post Journeyman
1C351N-ELECTRONIC CDC

2 Volumes: Activated – July 2008

Hours: Volume - 42 CE - 9
Points: Volume - 14 CE - 3

SALE RESTRICTED (FOR OFFICIAL USE ONLY) Limited to Department of Defense Personnel

Content: Volume 1 covers controller training, certification requirements, and basic administrative tasks. It provides an in-depth discussion on identifying, controlling, storing, destroying, and reporting security violations. Also, covers communications systems used in C2 which include sections on computers, command, control, communications, and computers (C4) systems. And, the proper use of voice communication systems and the TRIAD Authentication System are also covered. Volume 2 covers a review of C2 terms, processes, and structures. This volume also provides in-depth coverage on specific command post functions such as emergency actions, flight following, reporting, and interpreting weather information.

1C551-Aerospace Control and Warning Systems Journeyman
1C551N-Electronic CDC

3 Volumes: Activated - November 2005

Hours: Volumes - 54 CE - 12
Points: Volumes - 18 CE - 4

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 covers upgrade training requirements as an aerospace control and warning systems journeyman. Volume 2 covers the different equipment and how they interface together along with mission planning. Volume 3 covers surveillance, weapons, electronic warfare, and checklist procedures.

1C651-Space Systems Operations Journeyman

1C651N-ELECTRONIC CDC

4 Volumes: Activated – June 2008

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

Content: Volume 1 covers information about career field basics, career progression, and the organizational structure of our commands, space doctrine, and crew operations. Volume 2 covers information about the space professional program and orbital mechanics. Volume 3 covers information about missile warning and space control. Volume 4 covers information about range operations and satellite command and control.

(1N) Intelligence

(1N) Enrollment Instructions

These CDCs are administered jointly by AFCDA and Goodfellow AFB TX. Enrollments will be processed through PC III or MILPDS. Upon receipt of the Welcome Card, training managers must contact the 17 TRS/TSRP, 170 Griffin Street, Goodfellow AFB TX 76908, in writing (FAXs sent DSN 477-3928/5518 or Comm (325) 654-3928/5518 are acceptable) to coordinate shipment of the CDCs and course exams. The request should include the course number, unit POC, DSN number, unit mailing address, and Defense Intelligence Agency (DIA) document account number. If this is a first time request, the letter must also include a unit security manager endorsement verifying the training manager's security clearance and certifying that the unit has suitable storage capability for Secret material and classified course exams. Goodfellow does not mail out hardcopy material to individuals. The CDCs can be downloaded from the SIPRNET at the following URLs: www.goodfellow.af.smil.mil/315th or www.goodfellow.af.smil.mil/316th or on JWICS at www.goodfellow.ic.gov/316trs.

1A851-Airborne Cryptologic Language Analyst Journeyman

1 Volume: Activated - November 2011

Hours: Volumes - 3 CE - 3

Points: Volumes - 1 CE - 1

Volume I is FOR OFFICIAL USE ONLY

Content: Special Information: Questions concerning course content or material should be addressed to: 316 TRS/XPC, 156 Marauder St., Goodfellow AFB TX 76908-3402 (Attn: 1A8 CDC Writer) or by calling DSN 477-5603.

Prerequisites for enrolling:

1. Anyone in the 1AXXX career ladder structure.
2. Student must possess a current TS/SCI clearance.
3. This CDC is mandatory for personnel in upgrade training to the 1A851 AFSC.

1N051- Operations Intelligence Journeyman

1 Volume: Activated - April 2011

Hours: Volumes –18-CE -3

Points: Volumes – 6- CE- 1

Content: The CDCs can be downloaded from the SIPRNET at the following URLs: <https://www.goodfellow.af.smil.mil/315th> or www.goodfellow.af.smil.mil/316th or on JWICS at www.goodfellow.ic.gov/316trs.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, Maxwell Gunter AFB AL 36118-5643. Questions concerning course content or materials should be addressed to the 315 TRS/DOD, 154 Canberra Street, Goodfellow AFB TX 76908-4001 (Attn: 1N0 CDC Writer) or by calling DSN 477-5548.

Prerequisite for enrolling:

1. Anyone in the 1NXXX career ladder structure.
2. This CDC is mandatory for personnel in upgrade training to the 1N051 AFSC.

1N051B-Operations Intelligence Journeyman

3 Volumes: Activated - September 2004

Hours: Volumes –15-CE -3

Points: Volumes – 5- CE- 1

SALE RESTRICTED (Volume II is classified SECRET/ and are not for sale).

Content: Goodfellow does not mail out hardcopy material to individuals. The CDCs can be downloaded from the SIPRNET at the following URLs: <https://www.goodfellow.af.smil.mil/315th> or www.goodfellow.af.smil.mil/316th or on JWICS at www.goodfellow.ic.gov/316trs.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, Maxwell Gunter AFB AL 36118-5643. Questions concerning course content or materials should be addressed to the 315 TRS/DOD, 154 Canberra Street, Goodfellow AFB TX 76908-4001 (Attn: 1N0 CDC Writer) or by calling DSN 477-5548.

Prerequisite for enrolling:

3. Anyone in the 1NXXX career ladder structure.
4. Successful completion of 1N051.
5. This CDC is mandatory for personnel in upgrade training to the 1N051 AFSC.

1N151X- Geospatial Intelligence Journeyman

1 Volume: Activated - April 2011

Hours: Volumes –15-CE -3

Points: Volumes – 5- CE- 1

SALE RESTRICTED (Volume II is classified SECRET/ and are not for sale).

Content: Goodfellow does not mail out hardcopy material to individuals. The CDCs can be downloaded from the SIPRNET at the following URLs: <https://www.goodfellow.af.smil.mil/315th> or www.goodfellow.af.smil.mil/316th or on JWICS at www.goodfellow.ic.gov/316trs.

Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, Maxwell Gunter AFB AL 36118-5643. Questions concerning course content or materials should be addressed to the 315 TRS/DOD, 154 Canberra Street, Goodfellow AFB TX 76908-4001 (Attn: 1N0 CDC Writer) or by calling DSN 477-5548.

Prerequisite for enrolling:

1. Anyone in the 1NXXX career ladder structure.
2. Successful completion of 1N051.

3. This CDC is mandatory for personnel in upgrade training to the 1N051 AFSC.

1N451-Network Intelligence Analysis Journeyman

3 Volumes: Activated - September 2005

Hours: Volumes - 51 CE - 12

Points: Volumes - 17 CE - 4

NOT FOR SALE (CLASSIFIED MATERIAL)

Content: Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, Maxwell Gunter AFB AL 36118-5643. Questions concerning course content or materials should be addressed to the 312 TRS/DOCXC, 156 Maurader Street, Goodfellow AFB TX 76908-4113. Ensure that CLASSIFIED queries and comments or those relating to CLASSIFIED subjects remain in appropriate security channels. This CDC is classified TOP SECRET//COMINT//REL TO USA, AUS, CAN AND GBR.

Prerequisites for Enrollment:

1. PAFSC of 1N251, 1N351, and 1N451.
2. TOP SECRET SCI security clearance.
3. Working in an accredited area for storage and handling of TOP SECRET SCI material.
4. This CDC is mandatory for upgrade to the 5-skill level.

Hardcopy study volumes for this course are not individual issue but are unit property and must be returned to the unit upon course completion. Electronically distributed copies are available on NSANet and Interlink.

1NX51- Intelligence Fundamentals

1 Volume: Activated - January 2011

Hours: Volumes - 18 CE - 3

Points: Volumes - 6 CE - 1

Content: Special Information: All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, Maxwell Gunter AFB AL 36118-5643. Questions concerning course content or materials should be addressed to the 312 TRS/DOCXC, 156 Maurader Street, Goodfellow AFB TX 76908-4113. Ensure that CLASSIFIED queries and comments or those relating to CLASSIFIED subjects remain in appropriate security channels. This CDC is classified TOP SECRET//COMINT//REL TO USA, AUS, CAN AND GBR.

(1P) Aircrew Flight Equipment

1P051-Aircrew Flight Equipment Journeyman

1P051N-ELECTRONIC CDC

5 Volumes: Activated – March 2008

Hours: Volumes – 90 CE – 21

Points: Volumes – 30 CE – 7

Content: Volume 1 covers career progression and general career field knowledge, concerns safety aspects of aircrew flight equipment. Further discussion deals with management and responsibilities, the use of technical orders, and aircrew flight equipment continuation training and mishap investigation. This volume also covers aircrew flight equipment program management and finally, presents the world of combat operations and how it applies to aircrew flight equipment. Volume 2 covers the world of aircrew personal protective equipment. Volume 3 covers USAF flotation equipment and various survival equipment. Volume 4 covers parachutes and emergency escape systems. Finally, Volume 5 covers tools, testers, sewing machines and fabric items.

1P071-Aircrew Flight Equipment Craftsman

2 Volumes: Activated – May 2008

Hours: Volumes – 24 CE – 6

Points: Volumes – 8 CE – 2

Content: Volume 1 explains the operation of the organization, safety, and training. Volume 2 provides information on Air Force Technical Orders (TO), provide information on logistics supply responsibility and logistics supply management, and provides information on resource management and financial planning, manpower and facilities requirements, and the material deficiency reporting system.

(1S) Safety

1S051-Safety Journeyman

1S051N-Electronic CDC

5 Volumes: Activated – December 2009

Hours: Volumes – 66 CE - 15

Points: Volumes – 22 CE - 5

Content: Volume 1 covers the Air Force's mishap prevention program elements. Volume 2 covers environmental considerations and general industrial safety requirements of the workplace. Volume 3 concentrates on electricity, chemicals, pressure systems, construction, and recreational safety. Volume 4 focuses on weapons areas, aircraft maintenance and flight-line activities, and industrial shops. The final volume, volume 5 covers safety inspections and mishap investigations.

(1W) Weather

1W051A-Weather Journeyman

1W051N-ELECTRONIC CDC

3 Volumes: Activated - December 2001

Hours: Volumes - 69 CE - 18

Points: Volumes - 23 CE - 6

Content: This course contains three volumes: Volume 1, General Meteorology and Surface Weather Observations; Volume 2, Weather Radar; and Volume 3, METWATCH and Space Environment.

Special Information: This CDC offers the additional theory and information necessary to compliment the OJT process leading to upgrade to AFSC 1W051A. CDC 1W051A is the first of two sequenced courses. Students MUST be enrolled in this course before enrollment can be processed in CDC 1W051B.

All queries or comments pertaining to enrollment or test administration should be addresses to AU A4/6O, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, and AL 36118-5643. Questions concerning course content or materials should be addressed to 335 TRS/UOAA, 700 H. Street, Bldg. 4332, and Keesler AFB, MS 39534-2499.

Prerequisites for Enrollment: (1) Active duty requirement; enrollment is mandatory for graduates of AETC course E3ABR1W031A 011, Weather Forecaster Apprentice Course or AETC course E3ABR1W031 014, Weather Forecaster Apprentice Course. (2) Enrollment is mandatory for retrainees who graduate from either of the courses named above. (3) AFSC 1W031A is required.

NOTE: Successful completion of CDC 1W051A is required for all ANG Weather personnel.

1W051B-Weather Journeyman

1W051O-ELECTRONIC CDC

3 Volumes: Revised - March 2002

Initial Activation - February 1996

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

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Content: Volume 1, Climatology, Regional Analysis and Forecast Programs, and Forecast Reviews; Volume 2, Forecast Surface Weather Elements and Flight Weather Elements; Volume 3, Air Force Weather Concepts and Doctrine.

Special Information: This CDC offer the additional theory and information necessary to compliment the OJT process leading to upgrade to AFSC 1W051A. CDC 1W051B is the second of a two-course, sequenced series.

All queries or comments pertaining to enrollment or test administration should be addresses to AU A4/6O, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643. Questions concerning course content or materials should be addressed to 335 TRS/UOAA, 700 H. Street, Bldg. 4332, and Keesler AFB, MS 39534-2499.

Prerequisites for Enrollment: (1) Active duty requirement; enrollment is mandatory for graduates of AETC course E3ABR1W031A 011, Weather Forecaster Apprentice Course or AETC course E3ABR1W031 014, Weather Forecaster Apprentice Course. (2) Enrollment is mandatory for retrainees who graduate from either of the courses named above. (3) AFSC 1W031A is required.

NOTE: Successful completion of CDC 1W051B is required for all ANG Weather personnel.

1W071A-Weather Craftsman

2 Volumes: Activated - January 2005

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

Content: Volume 1 deals with evaluating air mass soundings, a deeper understanding of the different types of soundings and the likely outcome of each on the weather. Also, explores more sophisticated ways of forecasting winds, turbulence, and icing. Volume 2 covers convective severe weather and nonconvective severe weather. To ensure the basic understanding, this volume covers radar theory, both

conventional and Doppler. Finally, you will delve into interpretation and compare meteorological conditions and events to radar products.

1W071B-Weather Craftsman

2 Volumes: Activated - January 2005

1W071O-Electronic CDC

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

Content: Volume 1 covers a summary of Satellite Imagery Features and the different METSAT systems, and covers Interpretation of satellite Imagery Features and Meteorological Events. Volume 2 gives an overview of Weather Sensitivities and goes into Military Concepts and Doctrine and covers some of the administrative and operational functions of a weather unit.

1W052- Special Operations Weather Journeyman

1W052N-ELECTRONIC CDC

1 Volume: Activated - February 2011

Hours: Volumes - 28 CE - 7

Points: Volumes - 9 CE - 2

Content: This course contains one volume. The first unit introduces you to the special operations world. You will become familiar with joint rank structure and the joint team's organizational hierarchy. The next unit covers the critical elements used to plan and execute a mission. In the third unit you will learn the Process for developing mission focused environmental products. You will learn survival skills for environments you are likely to encounter in the fourth unit. Finally, you will learn specific skill sets that will enable mission accomplishment in the air ground interface.

All queries or comments pertaining to enrollment or test administration should be addressed to AU A4/6O, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, and AL 36118-5643. Questions concerning course content or materials should be addressed to 335 TRS/UOAA, 700 H. Street, Bldg. 4332, and Keesler AFB, MS 39534-2499.

(2A) Manned Air and Space Maintenance

2A571-Aerospace Maintenance Craftsman

2A571N-Electronic CDC

2 Volumes: Activated - Jan 2011

Hours: Volumes - 15 CE - 3

Points: Volumes - 5 CE - 1

Content: This first of two volumes will discuss the concepts of aircraft crash recovery and aircraft battle damage repair. Volume one will then introduce troubleshooting techniques and troubleshooting materials. The second volume of the career development course (CDC) was prepared to help you understand the basic principles of aircraft troubleshooting. It was not designed to teach you step-by-step troubleshooting procedures. There is no replacing the skills learned through the on-the-job training program. It will introduce you to some of the different systems from different airframes that you may not have worked in the past. By introducing these different systems, our hope is that you will be able to see the relationship between different parts and understand how their operation affects other items. This is the key troubleshooting skill you will need to use when a troubleshooting guide

does not lead you to the corrective action.

In this volume we will build on the troubleshooting information presented in the first volume of this course.

AIR AND SPACE GROUND EQUIPMENT

2A652-Aerospace Ground Equipment Journeyman

2A652N-ELECTRONIC CDC

4 Volumes: Activated – December 2008

Hours: Volumes - 90 CE - 18

Points: Volumes - 30 CE - 6

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volumes 1 contains broad job knowledge concerned with supply, maintenance management systems, publications, tools, hardware, common aerospace ground equipment (AGE) tasks, and Integrated Maintenance Data System (IMDS). Volume 2 covers electrical and electronic circuits and components along with the test equipment necessary to troubleshoot and maintain these circuits. Volume 3 covers prime movers and electrical generation. Volume 4 covers hydraulic test stands, bomblifts, heaters, air conditioners, air compressors, floodlights, cabin leakage testers, and non-powered AGE.

2A672-Aerospace Ground Equipment Craftsman

2A672N-Electronic CDC

2 Volumes: Activated – March 2008

Hours: Volumes: - 45 CE - 9

Points: Volumes - 15 CE - 3

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: Volume 1 contains electrical and electronic fundamentals, including theory, circuits, and components. Electrical power generation and electrical test sets are also covered in this volume. Volume 2 covers the EPU-6/E frequency converter, material pertaining to the -95 turbine compressor, basic air conditioning principles, four different but related AGE items, self-generating nitrogen cart (SGNSC), and concludes the volume with coverage of key shop responsibilities.

Special Information: CDC 2AX7X is a requirement for upgrade training.

AIRCRAFT HYDRAULIC

2A655-Aircraft Hydraulic Systems Journeyman

2A655N-Electronic CDC

3 Volumes: Activated – August 2011

Initial Activation – December 1994

Hours: Volumes - 38 CE - 8

Points: Volumes - 12 CE - 2

Content: Volume 1 covers the organizational structure of maintenance throughout the Air Force, the supply system and how it relates to maintenance, technical orders, and safety. Volume 2 covers maintenance principles beginning with principles of hydraulics. Volume 3 is designed to assist in acquiring system knowledge by reviewing certain technical information about different hydraulic parts and systems.

2A675-Aircraft Hydraulic Systems Craftsman

2A675N-Electronic CDC

1 Volume: Activated - September 2000

Initial Activation - August 1996

Hours: Volume - 15 CE - 3

Points: Volume - 5 CE - 1

Content: This one volume course contains management, maintenance, and troubleshooting information required to attain the job-related knowledge necessary for this career field.

Special Information: CDC 2AX7X is a requirement for upgrade training.

AIRCREW EGRESS

2A653-Aircrew Egress Systems Journeyman

2A653N-ELECTRONIC CDC

4 Volumes: Activated - October 2011

Hours: Volumes - 83 CE - 17

Points: Volumes - 27 CE - 5

Content: Volume 1 outlines general training as it applies to the Air Force Occupational and Environmental Safety Fire Protection, and Health (AFOSH) Program, and technical order publication. Volume 2 presents two current maintenance management concepts and proper supply and maintenance documentation procedures, necessary to ensure effective use and control over our resources. Volume 3 covers egress fundamentals on inspection, storage, and transportation of egress explosives; electrical and pneumatic principles; air and space ground and test equipment; and corrosion and foreign object inspection techniques. Volume 4 is devoted to egress system theory and specific maintenance practices.

AIRCRAFT FUELS

2A654-Aircraft Fuel Systems Journeyman

2A654N-ELECTRONIC CDC

3 Volumes: New Activation - September 2011

Initial Activation - November 1995

Hours: Volumes - 43 CE - 10

Points: Volumes - 14 CE - 3

Content: Volume 1 covers various maintenance fundamentals and administrative responsibilities maintenance personnel are required to know. Volume 2 deals with aircraft fuel systems, subsystems, and components. Volume 3 covers integral fuel tank and fuel cell maintenance and includes topics such as aircraft familiarization, special tools and equipment, confined space entry, and fuel leak isolation.

INSTRUMENT AND FLIGHT CONTROL SYSTEMS

2A553B-Instrument and Flight Control Systems Journeyman

2A553O-ELECTRONIC CDC

5 Volumes: New Activation – January 2007
Revised – August 2003
Initial Activation – October 2000

Hours: Volumes - 114 CE - 30

Points: Volumes - 38 CE - 10

Content: Volume 1 covers general information needed to successfully perform your duties. Subjects include basic functions and responsibilities of the maintenance complex, maintenance data collection, supply discipline, and technical publication information. Volume 2 covers general avionic information such as maintenance and inspection, organizational level maintenance, fundamentals of on-equipment maintenance, electronic fundamentals, and aircraft familiarization. Volume 3 covers avionic systems, to include general support information, general computer complex, flight instrument principles, and aircraft information and warning. Volume 4 covers flight environment data, general navigation, and indicating systems. Volume 5 covers flight control and autopilot information.

HELICOPTER

2A552-Helicopter/Tiltrotor Journeyman

2A552N-ELECTRONIC CDC

4 Volumes: New Activation – April 2010
Activation – August 2007
Revised - February 2004
Initial Activation - October 1997

Hours: Volumes - 105 CE - 21

Points: Volumes - 35 CE- 7

Content: Volume 1 covers general subjects common to both helicopters and tilt rotor aircraft. Volume 2 covers the airframe construction, landing gear, hydraulic, utility, electrical, lighting, instrument, fuel systems, rotors and flight controls, and the power plant and drive train. Volume 3 covers the airframe construction and information on the following major systems: landing gear, hydraulic, utility, electrical, instruments, fuel, flight controls rotor systems, and the power plant and drive train. Volume 4 covers CV-22 Tiltrotor Aircraft.

2A572-Helicopter Craftsman

2A572N-ELECTRONIC CDC

2 Volumes: Activated – March 2011

Hours: Volumes - 33 CE - 6

Points: Volumes - 11 CE - 2

Content: Volume 1 pertains to troubleshooting and rigging the H-1 (Huey) helicopter's major systems. Volume 2 covers troubleshooting and rigging of the major systems on the H-53 helicopter. Volume 3 covers troubleshooting and rigging of the major systems on the H-60 helicopter.

Special Information: CDC 2AX7X is a requirement for upgrade training.

AIR AND SPACE PROPULSION

2A651-Aerospace Propulsion Journeyman

2A651N-ELECTRONIC CDC

5 Volumes: Activated – September 2011

Hours: Volumes – 120 CE –24

Points: Volumes – 40 CE – 8

Content: Volume 1 covers the maintenance complex, career progressions, work environment safety, foreign object damage (FOD), hazardous materials handling, maintenance supply functions, technical orders (TO), engine maintenance management systems, engine hardware, general engine maintenance procedures, engine corrosion control, storage and shipment, and nonpowered support equipment. Volume 2 covers jet engine operating principles, with that a discussion on engine operation as well as the factors that affect its operation, a discussion on general engine construction and its make up, and lastly, a look at the differences between construction on heavy and fighter aircraft. Volume 3 covers jet engine fuel, oil, starter, ignition, and electrical systems. Volume 4 covers the constructional features, systems, operation, inspections, and balancing of the Dowty R391 and 54H60-91 propellers. Also, discuss the types and constructional features of small gas turbine engines. Volume 5 covers engine operation and testing procedures, instrumentation/testing equipment, jet engine operational checks and adjustments on the test stand, noise suppressors, and engine removal and installation in the airframe. Finally, this volume finishes up by covering the various types of jet engine inspections and also damage analysis.

INTEGRATED AVIONIC SYSTEMS

F-15 Avionics Systems

Structural Maintenance

2A751-Aircraft Metals Technology Journeyman

2A751N-ELECTRONIC CDC

5 Volumes: New Activation – July 2006

Revised - October 2003

Initial Activation - April 1999

Hours: Volumes - 123 CE - 30

Points: Volumes - 41 CE - 10

Content: Volume 1 covers metal properties, heat treatment furnace, heat treatment of metals, and metals processes, also covers shop math and some formulas, and shop safety. Volume 2 covers drafting principles, information on drawing composition and CAD, and discusses the subject matter on design and manufacture, as well as how to fit and assemble parts and discusses the broad range of hardware used and information on workcenter documentation. Volume 3 covers information concerning the basic tooling and equipment items used in the shop. Volume 4 covers cutting tools lathe construction, contains information on specialized lathe operations and lathe maintenance, discusses milling machines, milling machine attachments, and their use, and basic tool and cutter operations, and computer numerical control (CNC) programming. Volume 5 covers welding tasks.

2A752-Nondestructive Inspection Journeyman

2A752N-ELECTRONIC CDC

4 Volumes: Activated – September 2010

Initial Activation - February 1996

Hours: Volumes - 93 CE - 18

Points: Volumes - 31 CE - 6

Content: Volume 1 gives general information on various maintenance terms and techniques. It broadens your knowledge of Air Force safety and metallurgy. Volume 2 deals with parts cleaning and optical, penetrant, and magnetic particle inspections. It also deals with the actual inspections as they pertain to the job. Volume 3 covers ultrasonics, eddy current, and oil analysis equipment and methods. Volume 4 deals with the principles of X-ray equipment and film processing equipment, operation and maintenance, and radiation safety. It also covers radiographic procedures, technique development, and bond testing and advanced composites.

2A753-Aircraft Structural Maintenance Journeyman

2A753N-Electronic CDC

5 Volumes: Activated – May 2009

Hours: Volumes - 108 CE - 21

Points: Volumes - 36 CE - 7

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Content: Volume 1 covers basic hand tools, layout techniques and specialized tools. It covers aircraft metals characteristics and fabrication procedures. Volume 2 introduces research materials and technical orders maintenance, gives an overview of how to detect and determine whether corrosion is present, as well as the types of corrosion that could be encounter on the job; it addresses the procedures and equipment needed to inspect for corrosion, also how to remove corrosion and treat the surface after damage is effectively removed; and finally, a solid review of the various paints and markings (including the use of stenciling and adhesive). Volume 3 covers common hardware, to include types of bolts, screws, and aircraft nuts and washers; covers mechanical-lock and pull through blind rivets; provides information on turn-lock fasteners and structural turn-lock fasteners; explore information on open and blind area high-strength fasteners; and, covers aircraft tubing assemblies and repairs. Volume 4 provide information on aircraft cable assemblies, that include the features of aircraft cables, and the fabrication and inspection of cable assemblies; covers airframe assessment by reviewing the procedures for performing and documenting inspections; it covers pre-repair procedures, including inspection techniques and repair information; provide information on damage removal procedures and fastener layout techniques; covers the fabrication and installation of repair parts; finally, covers special repair situations, including trimming and fitting aircraft panels and doors, balancing control surfaces, spot welding and structural sealing. Volume 5 discusses fiberglass structures and assemblies; covers equipment, tools, materials and repairs for metal bonded honeycomb structures; discusses advanced composite structure; and explains low observables and maintenance of plastics.

2A755 – Low Observable Aircraft Structural Maintenance Journeyman

2A755N-ELECTRONIC CDC

4 Volumes: Initial Activation – September 2011

Hours: Volumes - 98 CE - 20

Points: Volumes - 32 CE - 6

Content: Volume 1 covers Low Observable Maintenance. Volume 2 covers Tools, Aircraft Metals, and Layout Techniques. Volume 3 covers Publications, Corrosion, Inspection Equipment and Coatings & Markings. Volume 4 covers Fasteners, Common Hardware, and Tubing. Volume 5 covers Metal Repair. Volume 6 covers Composites and Plastics.

2A051P-Avionics Sensor and Electronic Warfare Systems Journeyman
2A051N-Electronic CDC

4 Volumes: Activated - February 2009

Hours: Volumes - 81 CE - 15

Points: Volumes - 27 CE - 5

Content: Volume 1 addresses logistics management, publications, maintenance data collection systems, safety, and security. Volume 2 finishes out the fundamental topics by addressing the tool accounting system, torque wrenches, electronic sensitive devices, test equipment, basis system principles, and bus theory. Volume 3 covers low altitude navigation and targeting infrared for night (LANTIRN) and support equipment. Volume 4 discusses electronic warfare, integrated air defense systems, radar fundamentals, electronic warfare pods, reprogramming principles and equipment.

2A051S-Avionic Test Station and Aircraft Component Journeyman
2A051O-Electronic CDC

2 Volumes: Activated - February 2009

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

Content: **Volume 1** covers some general information regarding the administration and management of a maintenance organization. It also explains publications, safety and security as they apply to your job. **Volume 2** discusses concepts of function and operation that relate to various systems and test stations.

2A051T-Avionic Test Station and Aircraft Component Journeyman
2A051Q-Electronic CDC

(AFSC 2A051T)

3 Volumes: Activated – February 2009

Hours: Volumes –78 CE – 15

Points: Volumes – 26 CE – 5

Content: **Volume 1** covers a number of aircraft systems that apply to many different airframes. **Volume 2** explains F-15 and F-16 test equipment. **Volume 3** describes test equipment that is used to maintain B-1, B-2, and C-17 aircraft.

Aerospace Maintenance

2A551-Aerospace Maintenance Journeyman
2A551N-ELECTRONIC CDC

3 Volumes: Activated – November 2009

Hours: Volumes - 98 CE - 20

Points: Volumes - 32 CE - 6

Content: **Volume 1** covers general information on the subjects such as ground safety, flightline safety, maintenance management, training documents, the technical order system, aircraft inspection concepts, maintenance material, corrosion control, ground handling, crash recovery, and supply. **Volume 2**

contains general information about nonpowered and powered aerospace ground equipment, airframe and flight control system fundamentals, elements of physics, basic pneumatic units and systems, landing gear system fundamentals, wheels and tires, electrical principals, and electrical system components. **Volume 3** contains information about jet engine theory; engine construction; engine subsystems; the Joint Oil Analysis Program; aircraft fuel systems; pumps; valves; miscellaneous fuel system components; engine bleed air systems; air conditioning systems; pressurization systems; fire and overheat warning systems; oxygen systems; and liquid cooling systems.

Aircraft Maintenance

2AX7X-Aerospace Maintenance Craftsman

2AX7XN-ELECTRONIC CDC

2 Volumes: New Activation - December 2011
Last Updated – September 2004

Hours: Volume - 30 CE - 6
Points: Volume - 10 CE - 2

Content: Volume 1 covers maintenance philosophy and policy, maintenance organization key leader responsibilities, and maintenance organizational structure and functions. Volume 2 covers maintenance training and personnel resource management, maintenance supply, technical order policy, and maintenance requirements and programs.

2A353-Fighter Aircraft Maintenance Journeyman

2A353N-Electronic CDC

5 Volumes: Activated – April 2007

Hours: Volumes – 144 CE – 30
Points: Volumes – 48 CE – 10

Content: Volume 1 covers general subjects that pertain to your career field. These subjects include safety, ground handling, technical orders, maintenance management, training documents, aerospace ground equipment, data documentation, aircraft hardware, measuring tools, the supply system, equipment accountability, aircraft forms documentation, inspection concepts, and corrosion control. Volume 2 covers the different systems of the F-15 aircraft, which will give a basic understanding of how the aircraft works. These consist of aircraft utilities, engines, hydraulics, fuels, and electrical systems. Volume 3 covers F-16 and F-117 aircraft. The major components and systems will be covered in each section of the specific aircraft. Volume 4 covers A-10, U-2 and UAV aircraft. Each aircraft has its own unit in the volume, with each major system and subsystem adequately covered to help in your advancement. Volume 5 introduces the newest aircraft in the inventory, the F-22. This volume covers inspections, hydraulics, engines, vehicle management, support equipment, electro/environmental, auxiliary power, stored energy, and weapons systems that are a part of the newest state of the art technology the Air Force has to offer.

Electronic Warfare

2A553C-Electronic Warfare Systems Journeyman

2A553P-ELECTRONIC CDC

4 Volumes: Revised - October 2007
Initial Activation - October 2000

Hours: Volumes - 102 CE - 21
Points: Volumes - 34 CE - 7

Content: The first volume contains general and job-related knowledge that applies to the avionics career field. Volume 2 continues with maintenance principles of safety, security, inspection systems, and preventative maintenance. Volume 3 covers avionics systems maintenance of aircraft wiring, wiring maintenance, major structural areas, major systems, and danger areas of aircraft. Volume 4 discusses common and specialized avionics test equipment utilized in the career field and reprogramming of electronic warfare systems.

2A553D-Airborne Surveillance Radar Systems Journeyman

2A553Q-Electronic CDC

3 Volumes: Activated - November 2007

Hours: Volumes - 72 CE - 15

Points: Volumes - 24 CE - 5

Content: The first volume deals with the general topics of AF publications, maintenance management, material management, maintenance data collection, and maintenance documentation. Volume 2 is an extensive volume with information on general shop and flightline safety, environmental hazards, organizational security, corrosion control, maintenance inspections, and preventive maintenance. Volume 3 provides an introduction to using common test equipment and discusses the use of seven different pieces of general test equipment.

2A553E-Airborne Warning and Control/Interrogator Systems Journeyman

2A553R-Electronic CDC

5 Volumes: New Activation - February 2005

Initial Activation - July 2003

Hours: Volumes - 120 CE - 24

Points: Volumes - 40 CE - 8

Content: Volumes 1A covers the operation and maintenance of two major areas of the surveillance radar system. Volume 1B covers the operation and maintenance of several major areas of the RSIP surveillance radar system. Volume 2 covers the Airborne Warning and Control System (AWACS) radar transmitter, transmitter fault analysis and calibration, describe the AWACS antenna by providing a general overview of the antenna, and covers the beyond-the-horizon (BTH) and pulse Doppler (PD) receiver functions. Volume 3 covers the principal operation of the adaptive signal processor (ASP)/radar interface adapter unit (RIAU). Describes the maritime surveillance capability (MSC) receiver, explains how the data link mass blanker (DLMB) blanks unwanted returns and provides guidance into DLMB fault detection and fault isolation, and discusses overall surveillance radar operation. Volume 4 covers basic interrogator and transponder interaction, the interrogator system functional area, the interrogator mission tie-in and system circuits, and discusses the interrogator system operation, checkout, and trouble analysis.

2A553F-Joint Surveillance Target Attack Radar System Journeyman

2A553S-ELECTRONIC CDC

1 Volume: New Activation - November 2010

Initial Activation - November 2002

Hours: Volume - 18 CE - 3

Points: Volume - 6 CE - 1

Content: This one volume course pertains to the theory of operation of the major subsystems of the Joint STARS Surveillance System. Also cover the theory of operation of the data processing, the radar subsystem, and the environmental control system.

Communications/Navigation Systems

2A452B-Aircraft Communications/Navigation Systems Journeyman

2A452O-Electronic CDC

4 Volumes: Activated - June 1995

Hours: Volumes - 87 CE - 18

Points: Volumes - 29 CE - 6

Content: Volume 1 covers transmitter and receiver fundamentals; RF wave propagation characteristics; and HF, VHF, and UHF communication systems. Volume 2 explores the principles of secure voice, emergency communication, and the interphone system. Volume 3 introduces you to the navigational systems; and Volume 4 is devoted to teaching you radar principles, as well as Doppler and GPS characteristics and operation.

Special Information: CDC 2A452A is a mandatory prerequisite for enrollment in 2A452B. CDC 2A452B is a mandatory prerequisite for enrollment in CDC 2A452C.

2A452C-Aircraft Communication/Navigation Systems Journeyman

2A452P-Electronic CDC

2 Volumes: Revised - November 1999

Initial Activation - December 1995

Hours: Volume - 39 CE - 9

Points: Volume - 13 CE - 3

Content: Volume 1 discusses the Stationkeeping Equipment (SKE) system. It covers the SKE operating characteristics and major components, basic system operation, and studies the Zone Marker. Volume 2 deals with specialized aircraft and the Joint Tactical Information Distribution System (JTIDS), and covers information pertaining to the operational aspects of this career field.

Special Information: CDCs 2A452A/B are mandatory prerequisites for enrollment in CDC 2A452C.

2A553A-Communication and Navigation Mission Systems Journeyman

2A553N-Electronic CDC

6 Volumes: Activated – February 2007

Revised - October 2001

Hours: Volumes - 102 CE - 21

Points: Volumes - 34 CE - 7

Content: Volume 1 contains general and job-related knowledge that apply to the avionics career field. Volume 2 provides information on general aircraft familiarization, aircraft inspection, forms, electrostatic devices, aircraft wiring and repair procedures, and some basic digital electronics. Volumes 3 covers different navigation principles, discusses radar concepts and application, explains the operating theory of amplitude modulation (AM), frequency modulation (FM), and single sideband (SSB) transmitters and receivers, and covers the operating principles of high-frequency (HF), very-high frequency (VHF), and ultra-high frequency (UHF) radio systems. Volume 4 covers VHF omnidirectional radio, and the instrument landing system and microwave landing system principles, covers the tactical air navigation system principles, discusses identification, friend or foe, and the Traffic Alert and Collision Avoidance System applications, explains satellite and secure voice communications theory, and covers cryptographic, emergency, interphone and airborne videotape recording systems. Volume 5 covers low-light television system and infrared principles, discusses test equipment common to your AFSC, and covers test equipment more specific to your job, along with some general troubleshooting guidance. Volume 6 includes information about the new TADL-J or Link 16 system.

Aircraft Electrical and Environmental Systems

2A656-Aircraft Electrical and Environmental Systems Journeyman

2A656N-ELECTRONIC CDC

5 Volumes: Activated - August 2010

Initial Activation - April 1999

Hours: Volumes - 93 CE - 18

Points: Volumes - 31 CE - 6

Content: Volume 1 pertains to career field fundamentals. Volume 2 covers maintenance fundamentals. Volume 3 contains system operations and troubleshooting of different aircraft electrical systems. Volume 4 pertains to aircraft environmental systems. Volume 5 covers the operations of aircraft fire extinguishing, liquid coolant, and oxygen systems.

(2F) Fuels

2F051-Fuels Journeyman

2F051N-Electronic CDC

5 Volumes: Activated – March 2008

Hours: Volumes - 90 CE - 18

Points: Volumes - 30 CE - 6

Content: Volume 1 provides information on publications, safety, and the responsibilities of the Compliance and Environmental element, maintenance fundamentals, and tool control and bench stock responsibilities. Volume 2 focuses on the Fuels Information Service Center element, and covers the responsibilities of the Fuels Control Center (FCC), Fuels Laboratory, and Fuels Support. Volume 3 discusses the fixed facilities and cryogenics, and covers hydrant systems, military service stations, and cryogenic operations. Volume 4 discusses mobile fuel servicing equipment such as the R-11, R-12, and C-300/C-301, and discusses inspection and operator maintenance of mobile fuel servicing equipment. Volume 5 describes Fuels Mobility Support Equipment (FMSE), Fuels Operational Readiness Capability Equipment (FORCE), and contingency operations, as well as inspection and operator maintenance of FMSE and FORCE.

2F071-Fuels Craftsman

2F071N-ELECTRONIC CDC

3 Volume: Activated – February 2008

Hours: Volume - 45 CE -9

Points: Volume - 15 CE - 3

Content: This is a one-volume course, and in it you'll be given in-depth information on fuel equipment operator maintenance, special fueling operations, quality control tests, and accounting transactions. Completion of this course will prepare you for the in-resident Fuels Journeyman course and should give you a good idea of what to expect. You should have some experience and a good working knowledge of these subjects before you come to the in-resident school.

(2G) Logistical Plans

2G051-Logistics Plans Journeyman

2G051N-ELECTRONIC CDC

2 Volumes: Activation – November 2009

Hours: Volumes – 36 CE - 6

Points: Volumes - 12 CE - 2

Content: **Volume 1** focuses on Logistics Plans Concept and Background – it focuses on the career field, the structure and progression of the logistics plans journeyman; covers Planning Fundamentals – focuses on War Mobilization Plan, Contingency and Crisis Action Planning; is devoted to War Reserve Materiel – focuses on the documentation and management of WRM; outlines the Support Agreements process – focuses on the management and development of Support Agreements; and finally, focuses on Base Support and Expeditionary Planning – focuses on the planning tool BaS&E and the development of the IGESP. **Volume 2** covers the Air and Space Expeditionary Force (AEF). – focuses on the AEF theory, AEF Reporting Tool, and posturing codes; discusses Deployment Planning – focuses on deployment responsibilities at Air Staff, major command (MAJCOM), and base level; delivers a lesson on unit types codes (UTC) and the Integrated Deployment System (IDS) – focuses on UTC composition, development, and management; covers time-phased force and deployment data (TPFDD) and the Joint Operation Planning and Execution System (JOPES) – focuses on the purpose of the TPFDD and JOPES along with tools used in the JOPES database; discusses deployment operations and execution – focuses on the installation deployment plan and deployment work centers used during deployment operations; and finally, contains lessons on duties logistics planners fill while deployed; including Acquisition and Cross-servicing Agreement (ACSA) management and reception, staging, onward-movement & integration (RSOI), and focuses on redeployment.

2G071-Logistics Plans Craftsman

2G071N-Electronic CDC

1 Volume: Activated – January 2010

Hours: Volume - 33 CE - 6

Points: Volume - 11 CE - 2

Content: This one volume course focuses on the career field, different types of plans, and joint planning; covers unit type code (UTC) management, deployments, receiving, staging, on-ward movement, integration (RSOI), and redeployment; and finally, this volume is devoted to war reserve materiel, support agreements, acquisition and cross servicing agreements, in-garrison expeditionary site plan, and expeditionary site plan.

(2M) Missile & Space Systems Maintenance

2M051A-Missile and Space Systems Electronic Maintenance Journeyman

2M051N-ELECTRONIC CDC

3 Volumes: Activated – June 2009

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

Content: **Volume 1** contains information pertaining to career ladder progression, ICBM maintenance management, and cruise missile maintenance management. **Volume 2** covers common maintenance practices found throughout the maintenance field and introduces the ICBM weapon system. **Volume 3** covers ICBM weapons systems maintenance procedures and functional description of ICBM weapons systems.

Special Information: CDC 2M051A is a mandatory prerequisite for CDCs 2M051B.

2M051B-Missile and Space Systems Electronic Maintenance Journeyman
2M051O-Electronic CDC

1 Volume: Activated – June 2009

Hours: Volumes – 18 CE – 3

Points: Volumes - 6 CE - 1

Content: This one volume 1 course covers air-launched cruise missile (ALCM) and conventional air-launched cruise missile system, and the environmental control system. It covers the ALCM and CALCM with a discussion of the propulsion, flight control system, and navigation systems and techniques. And, this volume covers aircraft integration systems and the weapon storage, a study of various equipment used to checkout and support the cruise missile weapon systems, and concludes with an overview of cruise missile checkout and system diagrams.

Special Information: CDC 2M051A is a mandatory prerequisite for CDCs 2M051B.

2M052-Missile and Space Systems Maintenance Journeyman
2M052N-ELECTRONIC CDC

3 Volumes: Activated – April 2009

Hours: Volumes - 54 CE - 12

Points: Volumes - 18 CE - 4

Content: **Volume 1** covers basic information on the Minuteman III ICBM weapon system, familiarization of facilities and components of the system itself. The volume also covers the hardness assurance program, research and development orientation and space launch and spacecraft overview. **Volume 2** addresses career field orientation, maintenance management, principles and practices common in the career field. **Volume 3** covers information on vehicles used in the day to day operations of the career field, equipment descriptions and how they are utilized and maintenance procedures common to the job.

2M053-Missile and Space Facilities Journeyman
2M053N-ELECTRONIC CDC

5 Volumes: Activated – January 2010

Hours: Volumes - 81 CE - 15

Points: Volumes - 27 CE - 5

Content: **Volume 1** contains basic information on the Minuteman III intercontinental ballistic missile (ICBM) weapon system along with maintenance management and career progression. **Volume 2** introduces spacelift, educates on the different types of publications to include the USAF technical order system, gives general guidelines for common maintenance practices to include test equipment usage, and describes the deficiency reporting and improved maintenance management systems. **Volume 3** covers power generation and distribution systems. **Volume 4** covers environmental control systems. **Volume 5** covers missile support base maintenance.

2M071-Missile and Space Systems Electronic Maintenance Craftsman
2M071N-ELECTRONIC CDC

1 Volume: Activated – November 2009

Hours: Volumes – 24 CE - 6

Points: Volumes - 8 CE - 2

Content: This one volume course pertains to advanced missile and equipment theory. Subjects covered in this volume are: missile/space systems test and maintenance management programs; spacelift systems, which includes space-lift and spacecraft vehicles and processing; describes minuteman command and control; covers the missile guidance set (MGS) test set and the electronic equipment test station; and it covers cruise missile weapon systems as well as interpreting cruise missile diagrams.

2M072-Missile and Space Systems Maintenance Craftsman

2M072N-Electronic CDC

1 Volume: New Activation – March 2010
Revised - February 2002
Initial Activation - April 1997

Hours: Volumes – 18 CE - 3

Points: Volumes - 6 CE - 1

Content: This one volume course covers deficiency reporting, reliability, and maintainability program, testing procedures for ICBM weapon systems; ICBM aerospace vehicles and maintenance vehicles as well as advance maintenance principles.

2M073-Missile and Space Facilities Craftsman

2M073N-ELECTRONIC CDC

1 Volume: New Activation – January 2007
Revised - January 2002
Initial Activation - March 1997

Hours: Volumes - 21 CE - 3

Points: Volumes - 7 CE - 1

Content: This one volume course covers status reporting, reliability and maintainability, and missile and space programs and process, provides information about internal combustion engine principles, troubleshooting diesel engines, and electrical power generation and distribution systems at launch facilities and missile alert facilities, highlights refrigeration principles, troubleshooting environmental control systems, and interpreting schematic diagrams, and describes different spacelift and satellite systems including electrical, hydraulic, pneumatic, ordnance, propulsion, and guidance control.

(2P) Precision Measurement

2P051A-Precision Measurement Equipment Laboratory Journeyman

2P051N-Electronic CDC

2 Volumes: Activated – December 2008

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

Content: **Volume 1** covers general information needed by the journeyman to perform effectively. This volume subjects include duties, career ladder progression, safety and security, hazardous material and waste handling, technical order deficiency reporting, depot level repairables (DLRs), PMEL policies and procedures, and substitution of standards. This volume introduces the selection and use of technical information when maintaining test, measurement, and diagnostic equipment. Finally, this volume covers selected measurement mathematical computations and their applications, and substitution of standards. **Volume 2** gives an overview of the principles of several areas of measurements made in the physical-dimensional area of the PMEL.

Special Information: CDC 2P051A is a mandatory prerequisite for enrollment in CDC 2P051B.

2P051B-Precision Measurement Equipment Laboratory Journeyman
2P051O-Electronic CDC

2 Volumes: Activated – December 2008

Hours: Volumes - 48 CE - 9

Points: Volumes - 16 CE - 3

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Content: **Volume 1** covers K-1 and K-8 test measurement diagnostic equipment (TMDE) and standards. **Volume 2** covers signal generating and measuring TMDE, with equipment types ranging from frequency synthesizers and spectrum analyzers to the 5345A electronic counter and the 5000-series oscilloscope calibration package.

Special Information: CDC 2P051A is a mandatory prerequisite for enrollment in CDC 2P051B.

2P071-Precision Measurement Equipment Laboratory Craftsman

2P071N-ELECTRONIC CDC

2 Volumes: Activation – January 2009

Hours: Volumes - 42 CE - 9

Points: Volumes - 14 CE - 3

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Content: **Volume 1** covers TMDE from all areas of the PMEL. It also covers AC/DC standards, deal with K3/K4 equipment and introduce tactical air navigation (TACAN) and finally, this volume concludes with a discussion on physical dimensional equipment. **Volume 2** provides an insight to the entire maintenance complex. It also provides an understanding of how all maintenance agencies work together in the global war on terror, and provide information on management topics that are PMEL specific.

(2R) Maintenance Management Systems

2R051-Maintenance Management Analysis Journeyman

2R051N-ELECTRONIC CDC

4 Volumes: New Activation – August 2011

Revised - July 2004

Revised - June 1999

Initial Activation - October 1994

Hours: Volumes - 87 CE - 18

Points: Volumes - 29 CE - 6

Content: Volume 1 covers the maintenance management analyst's responsibilities, general data processing knowledge, and fundamental computer system concepts for an analyst to begin gathering and analyzing maintenance data. Volume 2 covers IMDS administration and management and management and data retrievals. Also covers data retrieval in G081, G081's time sharing option (TSO) utilities, and Virtual Telecommunications Access Method (VTAM) printing system. Volume 3 covers the basic statistical tools and applications. This volume will also cover the fundamentals of descriptive statistics, inferential statistics – how to identify and classify samples of data. Volume 4 covers the maintenance process, inspection concepts, and technical orders. Computing maintenance and mission performance

indicators are taught. Also covers the 12 step process for analyzing data, producing special studies, and researching problem areas of maintenance.

2R071-Maintenance Management Analysis Craftsman

2R071N-Electronic CDC

1 Volume: New Activation – June 2011
Revised - September 2004
Revised - August 1999
Initial Activation - June 1995

Hours: Volumes - 39 CE - 9
Points: Volumes - 13 CE - 3

Content: This one volume course is designed to increase the background knowledge of the maintenance management analyst with the maintenance management process that adapts to the new Air Force mission. This course is also a consolidation of several maintenance management objectives, programs, and processes governed by Air Force policies and instructions.

2R151-Maintenance Production Management Journeyman

2R151N-ELECTRONIC CDC

3 Volumes: New Activation - September 2004
Initial Activation - May 1998

Hours: Volumes – 39 CE - 9
Points: Volumes - 16 CE - 3

Content: Volume 1 covers the basic in scheduling ; maintenance guidelines, responsibilities, organizational structure, the primary tools of your trade—the Air Force publications and technical order (TO) systems, and principles of maintenance and inspection programs. Volume 2 covers an overview of the maintenance management systems, discusses time compliance technical orders (TCTOs), is dedicated to the inspection and time change area, discusses equipment records, and is dedicated to engine management. Volume 3 covers the equipment inventory, status, and utilization reporting and discusses operational and maintenance planning, also deals with utilization reporting and effectiveness.

2R171-Maintenance Management Production Craftsman

2R171N-Electronic CDC

1 Volume: New Activation - February 2008
Revised - July 2000
Initial Activation - June 1995

Hours: Volume - 18 CE - 3
Points: Volume - 7 CE - 1

Content: Volume 1 covers scheduling management and training, the basics of maintenance analysis, and management of supply, logistics and resources.

(2S) Supply

2S051-Materiel Management Journeyman

2S051N-ELECTRONIC CDC

5 Volumes: Activated – January 2010
Hours: Volumes - 63 CE - 15
Points: Volumes - 21 CE - 5

Content: **Volume 1** provides an introduction to materiel management, teaches general materiel management knowledge, and gives an overview of the supply management activity group and document control. **Volume 2** covers the processes in contingency operations and support. **Volume 3** covers managing equipment, conducting research, records maintenance, maintaining requirements, and managing requisitions. **Volume 4** covers the warehouse- and storage-related operations. **Volume 5** gives an introduction to materiel management systems, Air Force Materiel Command (AFMC) interfaces, and Defense Logistics Agency (DLA) interfaces.

2S071-Supply Management Craftsman
2S071N-Electronic CDC

2S071-ELECTRONIC CDC

3 Volumes: Activated – January 2010

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

Content: **Volume 1** covers the introduction to materiel management, teaches general materiel management knowledge and gives an overview of the operations compliance and degraded operations. **Volume 2** covers customer support and readiness, which includes issue, mission capable (MICAP) and repair cycle processes, war reserve materiel (WRM) and readiness spares packages (RSP, stock control and equipment management processes. **Volume 3** covers warehouse operations (inspection and receiving processes), the materiel management processes for warehouse operations and lastly, the threat reductions assets.

(2T) Transportation & Vehicle Maintenance

2T051-Traffic Management Journeyman
2T051N-Electronic CDC

2 Volumes: New Activation - December 2005
Revised - December 2002
Initial Activation - January 1998

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

Content: Volume 1 gives you the concepts and procedures concerning official travel of personnel and moving their personal property from one base to another. Volume 2 gives you the concepts and procedures to prepare and move government-owned cargo (e.g., airplane parts) from one base to another, and will explain procedures for deployment operations.

2T071-Traffic Management Craftsman
2T071N-ELECTRONIC CDC

2 Volumes: New Activation – December 2006
Revised - August 2003
Revised - April 2000
Initial Activation - October 1994

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

Content: Volume 1 covers passenger service operations, personal property operations, and general traffic management issues. Volume 2 covers packaging and cargo movement operations.

2T151-Vehicle Operator/Dispatcher Journeyman

2T151N-Electronic CDC

3 Volumes: Activated - November 1998

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

Content: Volume 1 covers career path, trainer, and trainee responsibilities, and the career development course. It gives an overview of the objective wing, presents a summary of manpower and budget resources, and covers the mission, duties and responsibilities, hazards, and the structure of vehicle operations flight. Volume 2 covers functions of Vehicle Operations. Volume 3 presents readiness, operations, and management responsibilities of the career field.

2T171-Vehicle Operators/Dispatcher Craftsman

2T171N-Electronic CDC

1 Volume: Activated – May 2007

Revised - May 1999

Initial Activation - October 1994

Hours: Volumes - 12 CE – 3

Points: Volumes - 4 CE - 1

Content: This one volume course covers operational flight duties and responsibilities, supervision and dispatch operations, leadership roles and responsibilities, publications, civilian personnel and contract management, and finally contingency and mobility operations.

2T231-Air Transportation Apprentice

2T231N-Electronic CDC

2 Volumes: Activated - January 1998

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

Content: Volume 1 focuses on basic information about the air transportation career field and provides an overview on the sections and responsibilities of the air passenger terminal and air terminal operations flight. Volume 2 covers the air cargo aspects of this career field. It also covers the types of equipment that will be operated, information on aircraft loading and servicing, and the various transportation computer systems.

2T251-Air Transportation Journeyman

2T251N-Electronic CDC

3 Volumes: Activated – June 2009

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

Content: **Volume 1** provides information about the air transportation specialty and also covers aerial delivery and fleet services. **Volume 2** provides information on cargo aircraft services, from the moment cargo is shipped from the supplier to the moment it arrives in the customer's hands. **Volume 3** covers passenger services procedures, load planning, the air terminal operations center, and records and reports.

2T271-Air Transportation Craftsman
2T271N-ELECTRONIC CDC

3 Volumes: Activated – December 2009

Hours: Volumes - 39 - CE - 9

Points: Volumes - 13 - CE - 3

Content: **Volume 1** covers supervision and training; airlift roles, requirements and systems; and readiness and contingency operations. **Volume 2** provides information on processing cargo, load planning, and loading operations. **Volume 3** covers passenger services procedures, the air terminal operations center, and records and reports.

2T351A-Vehicle and Vehicular Equipment Maintenance Journeyman
2T351N-Electronic CDC

3 Volumes: Activated – April 2009

Hours: Volumes - 48 CE - 12

Points: Volumes - 16 CE – 4

Content: **Volume 1** covers vehicle management programs to include Air Force Occupational Safety and Health (AFOSH) and environmental programs, vehicle management policies and procedures, materiel control functions, and technical orders. **Volume 2** covers the fundamentals of the internal combustion engine, specifics about gasoline and diesel engines, and alternative fuel vehicles. **Volume 3** provides fundamental information about vehicle electrical and hydraulic systems, and the maintenance for each.

2T351B-Vehicle and Vehicular Equipment Maintenance Journeyman
2T351O-Electronic CDC

3 Volumes: Activated – June 2009

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

Content: **Volume 1** contains fundamental information about a vehicle transmissions and driveline components. **Volume 2** covers the fundamentals of suspension, steering, as well as hydraulic and antilock brake systems. **Volume 3** covers air brakes and passenger restraint information in each volume; this volume also covers the basic maintenance procedures in each of these systems.

2T351C-Vehicle and Vehicular Equipment Maintenance Journeyman
2T351P-Electronic CDC

2 Volumes: Activated – June 2009

Hours: Volumes - 24 CE - 6

Points: Volumes - 8 CE – 2

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Content: **Volume 1** covers fundamental and maintenance procedures for base construction, aircraft towing, and flight line servicing vehicles and equipment. **Volume 2** covers the fundamental knowledge and maintenance procedures for military series (M-Series) vehicles. This volume also covers the fundamental knowledge of vehicle body repair and welding procedures.

2T352A-Specialized Vehicle Maintenance Journeyman (Fire Trucks)

2T352N-Electronic CDC

1 Volume: New Activation - April 2004
Initial Activation - July 1997

Hours: Volumes - 9 CE - 3

Points: Volumes - 3 CE - 1

Content: This one volume covers the P-19 fundamental truck systems and the maintenance of these systems. Also covers the P-23, which includes the transmission, power divider, and the electronic control system.

2T352C-Specialized Vehicle Maintenance Journeyman (Materiel Handling Equipment)

2T352P-Electronic CDC

1 Volume: Activated – May 2008

Hours: Volume - 9 CE - 3

Points: Volume - 3 CE - 1

Content: This one volume course covers the fundamental forklift systems and the maintenance of these systems. This volume covers safety, Hyster 10K fundamentals, Hyster 10K troubleshooting and repair, and the Caterpillar adverse terrain forklift. Also covers the Southwest Mobile Systems 25K cargo loader, the Halvorsen 25K cargo loader, and the Systems and Electronics Incorporated 60K cargo loader.

2T370-Vehicle and Vehicular Equipment Maintenance Craftsman (AFSC 2T370)

2T370N-ELECTRONIC CDC

5 Volumes: Activated – June 2009

Hours: Volumes - 111 CE - 27

Points: Volumes - 37 CE - 9

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Content: **Volume 1** covers vehicle management safety and environment standards, work center supervisor that will present the basic knowledge needed to serve in that role effectively, and finally this volume will cover combat readiness that describes how the squadron plays a vital role in the aspect of the Air Force mission. **Volume 2A** discusses the fundamentals of gasoline engines and their subsystems, then moves into diesel engines - their subsystems and ending with alternative fueled vehicles, covers the basics of vehicle electrical and hydraulics systems are presented, and finally, this volume delves into power train fundamentals, such as transmissions, transfer cases, and differentials. **Volume 2B** covers wheels, tires, suspension and steering, hydraulic, and anti-lock and electric brakes. This volume also covers air brakes and central tire inflation systems (CTIS), it wraps up with air bags, and heating and air conditioning. **Volume 3** covers military series vehicles, to include high mobility multipurpose wheeled vehicles (HMMWV), medium M-series vehicles, and Mine Resistant Ambush Protected (MRAP) vehicles. It covers crane, crawler tractor, and tow tractor. This volume ends with by discussing the vehicle and equipment information by covering sweepers, snow blowers, de-icers, and discusses the specialized vehicle maintenance with the fire truck, and ends by delving into cargo loaders and forklifts. **Volume 4** the content in this volume is basic and will provide the fundamental knowledge needed to have a basic understanding of the vehicle body repair and welding.

2T357-Vehicle Management and Analysis Journeyman

2T357N-ELECTRONIC CDC

3 Volumes : New Activation – January 2008

Last Updated – April 2004

Hours : Volumes - 36 CE - 9

Points : Volumes - 12 CE - 3

Content: Volume 1 covers Air Force Occupational Safety and Health for vehicle management, job hazards, shop safety, environmental compliance programs, Logistics Readiness Squadron and Vehicle Management (VM) organizational structure and associated responsibilities, VM wartime concept of operations and fundamentals of War Reserve Materiel program, functions of Vehicle Management and Analysis, and its career progression. Volume 2 covers the different vehicle programs and procedures that you will manage in your day-to-day job, such as, contract programs, preventive maintenance and inspections, warranty and deficiency reporting programs, fundamentals of supply, materiel control functions such as managing supply products and listings, understanding supply priority system, issue and turn-in procedures, managing the repair cycle, processing inquiries, and how to determine and establish other supply requirements. Volume 3 covers On-Line Vehicle Interactive Management System (OLVIMS), establishing/updating OLVIMS master records, controlling production and workflow, procedures for delayed maintenance, Automated Fleet Information System (AFIS) inputs such as processing vehicle transactions in the fleet management module, managing Registered Equipment Management System (REMS) assets within Standard Base Supply System (SBSS), vehicle data reconciliation, data interpretation, analysis process and monthly processing actions, and data presentation.

(2W) Munitions & Weapons

2W151A-Aircraft Armament Systems Journeyman

2W151N-Electronic CDC

3 Volumes: Activated – February 2009

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

Content: **Volume 1** covers the Air Force's career ladder progression specifics, the classification system, and a few of the career field areas. It covers the system needed to control work when maintenance is performed, covers the maintenance information system, and covers the objectives and breakdown of the maintenance and inspection system. Lastly, this volume reviews the Air Force technical order system to help with various types and contents of TOs and how they are numbered. **Volume 2** discusses ground safety and hazards to be encountered as armament personnel. It covers explosive safety and explosive handling safety factors; along with a discussion on nuclear surety. Lastly, this volume covers security, as related to the duties performed as an aircraft armament systems specialist. **Volume 3** covers electricity and electrical circuits, which play an important part in maintaining weapons systems. It covers the basic electrical maintenance principles to help prevent damage from occurring. Finally, it introduces the use of measuring devices and shows how to utilize when troubleshooting.

2W151B-Aircraft Armament Systems Journeyman

2W151O-ELECTRONIC CDC

3 Volumes: Activated – October 2009

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

SALES RESTRICTED (FOR OFFICIAL USE ONLY) Limited to Department of Defense Personnel

Content: **Volume 1** covers AGE equipment as it applies to your career field. Munitions lift trucks, lift trailers, ammunition loading systems, generators, air compressors, floodlights, and miscellaneous flight-line support equipment are covered. **Volume 2** provides descriptive information covering the identification, inspection, handling and safety precautions pertaining to aircraft bombs, fuses, dispensers, aircraft missiles, and rockets. This volume wraps up by covering some of the miscellaneous munitions that may be required to work with at some point in your career. **Volume 3** covers aircraft and flight line safety and maintenance practices that are needed when working as an armament systems apprentice. This volume covers the basic aircraft armament systems components and suspension equipment; it takes a look at aircraft guns and gun systems you'll probably encounter at some point in your career; this volume wraps up with weapons loading principals and unique loading situations.

2W171-Aircraft Armament Systems Craftsman

CDC 2W171N-Electronic CDC

1 Volume: New Activation - April 2004
Revised - July 2000
Initial Activation - May 1995

Hours: Volume - 12 CE - 3
Points: Volume - 4 CE - 1

Content: This **one volume** covers the career field management structure and inspection and safety concepts, addresses munitions management, the supply system process, material deficiency reporting and explosive storage, and completes the volume with information on manpower and mobility planning.

2W051A-Munitions Systems Journeyman

2W051N-ELECTRONIC CDC

3 Volumes: Activated – December 2009

Hours: Volumes - 33 CE - 9
Points: Volumes - 11 CE - 3

Content: **Volume 1** focuses on the role of the 2W0X1 career field within the context of the Air Force career field structure, the day to day duties as well as those which meet the Air Force mission in planning for contingency operations. **Volume 2** discusses planning, scheduling, controlling, and accounting of munitions. **Volume 3** discusses munitions inspection, and munitions storage area and warehousing.

2W051B-Munitions Systems Journeyman

2W0510-ELECTRONIC CDC

3 Volumes: New Activation – June 2010
Revised - March 2007
Revised - April 2003
Revised - May 1998

Hours: Volumes - 42 CE - 12
Points: Volumes - 14 CE - 4

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Content: Volume 1 covers information on the general tools use to build munitions. It also covers the trailers, vehicles, and handling equipment used for munitions on the flight line and munitions storage equipment. Volume 2 discusses general munitions principles and aerospace and ground munitions. Volume 3 covers guided munitions and air-to-air ground and air-to-air missiles.

2W251A-Nuclear Weapons Journeyman
2W251N-ELECTRONIC CDC

4 Volumes: Activated – February 2009

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: **Volume 1** covers many of the organizations that make up the nuclear weapons community. It deals with security and classified information. This volume will also cover nuclear surety and some facility procedures. **Volume 2** covers safety and health programs, technical orders, forms, records and reports, and finally this volume covers the nuclear weapons operations. **Volume 3** discusses general procedures that encompass tasks and tools used in support of weapon operations and test and handling equipment, discusses general and special cleaning procedures, surface preservation, and repair, and deals with torque wrenches, safety-wire methods, and adhesives and explains some of the ways to join and seal components and parts. **Volume 4** covers general inspection and maintenance procedures that are standard for most items of T&H equipment. It will cover limited life component (LLC) container procedures and permissive Action Link (PAL) terms, equipment, and security procedures.

2W251B-Nuclear Weapons Journeyman
2W251O-Electronic CDC

4 Volumes: New Activation – April 2010

Activated - June 2003

Initial Activation - February 1997

Hours: Volumes - 54 CE -15

Points: Volumes - 18 CE - 5

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Content: **Volume 1** discusses Nuclear Ordnance Controlled Material (NOCM) accountability procedures. It also covers basic weapons handling procedures and equipment common to the career field. **Volume 2** covers Bomb Maintenance and Systems. **Volume 3** covers guided missiles and delivery systems. **Volume 4** covers reentry vehicles and systems.

2W271-Nuclear Weapons Craftsman
2W271N-Electronic CDC

1 Volume: Activated – February 2008

Hours: Volume - 33 CE - 9

Points: Volume - 11 CE – 3

SALE RESTRICTED (For Official Use Only) Limited to Department of Defense Personnel

Content: This **one volume course** covers many of the organizations that make up the nuclear weapons community. It covers some safety, security, and surety issues; management and supervisory knowledge, paper work such as common forms and reports, and some procedures and responsibilities for Nuclear Ordnance Controlled Material; finally this volume ends with PAL and control procedures.

(3C) Communications-Computer Systems

3C051- Communications Computer Systems Operations Journeyman

3C051N-ELECTRONIC CDC

3 Volumes: New Activation - November 2010

Hours: Volumes - 57 CE - 12

Points: Volumes - 19 CE - 4

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Content: This CDC is divided into three volumes: (1) General Knowledge and Deployed Communications; (2) Communications-Computer Systems (C-CS) Networks; and (3) C-CS Network Management.

3C052-Communications-Computer Systems Programming Journeyman

3C052N-Electronic CDC

1 Volume: Activated - April 2008

Hours: Volumes - 21 CE - 6

Points: Volumes - 7 CE - 2

Content: This one volume course covers the fundamentals of object oriented design and software engineering goals and principles. Also covers, database concepts and data structures. This volume will introduce the basic software maintenance concepts, and a discussion on managing software user requirements and the management of software configuration. The last unit of the course covers the life cycle of software management, software security practices, web fundamentals and internet security procedures.

(3D) Knowledge Operations

3D051-Knowledge Operations Management Journeyman

3D051N-Electronic CDC

2 Volumes: Activated – December 2007

Hours: Volumes – 27 CE – 6

Points: Volumes – 9 CE – 2

Content: Volume 1 covers the Information Management—Records, Publications and Forms, Official Mail. Volume 2 covers the Data Knowledge Management with Air Force Portal.

3D052-Cyber Systems Operations Journeyman

3D052N-Electronic CDC

2 Volumes: Activated – December 2010

Hours: Volumes – 45 CE – 9

Points: Volumes – 15 CE – 3

Content: Volume 1 covers network terms, internet protocol addressing, and subnetting. The unit also covers the hierarchy of network management and responsibilities, and finishes with the functional areas of network management. Volume two covers a look at Microsoft Windows® Server. After that, in Unit 3 we'll explore the Unix operating system.

3D152-Cyber Transport Systems Journeyman

3D152N-Electronic CDC

3 Volumes: Activated – December 2010

Hours: Volumes – 75 CE – 15

Points: Volumes – 25 CE – 5

Content: Volume 1 covers modulation and multiplexing and the basics of digital signals. Volume two covers network concepts, Volume three covers systems and procedures.

3D153-RF Transmission Systems Journeyman

3D153N-Electronic CDC

3 Volumes: Activated – December 2010

Hours: Volumes – 78 CE – 15

Points: Volumes – 26 CE – 5

Content: Volume 1 covers communication principles, protecting our equipment from electromagnetic interferences and pulses, various types of test equipment.

Volume 2 covers entails antenna and electromagnetic wave propagation theories, linking and jam-resistant communications, intrusion detection systems, and theater deployed communications.

Volume 3 covers wideband and satellite communications principles, satellite and space systems, and bandwidth management.

3D155-Ground Radar Systems Journeyman

3D155N-Electronic CDC

4 Volumes: Activated – May 2011

Hours: Volumes – 63 CE – 12

Points: Volumes – 21 CE – 4

Content: Volume one covers general radar and peripheral theory as well as test equipment. Volume two specifically looks at airfield systems generally used for air traffic control, such as the precision approach radar (PAR), the airport surveillance radar (ASR), IFF/SIF systems, and indicator systems. Volume three covers the newest systems in our inventory, the digital systems.

3D156- Airfield Systems Journeyman

3D156N-Electronic CDC

3 Volumes: Activated – December 2010

Hours: Volumes – 72 CE – 15

Points: Volumes – 24 CE – 5

Content: Volume one covers information on the overall career field of Airfield Systems. Volume two covers information on the localizer and glide slope systems, TACAN and VOR systems. Volume 3 covers information on the meteorological radio communication/recorder, tactical airfield, and special systems, radio communications, it continues with information on the tactical airfield systems. Last, but not least, the special systems that you may encounter.

3D157- Cable And Antenna Systems Journeyman

3D157N-Electronic CDC

3 Volumes: Activated – December 2010

Hours: Volumes – 21 CE – 3

Points: Volumes – 7 CE – 1

Content: Volume one covers an overview of the different roles within this Air Force specialty code (AFSC). It also provides information concerning safety and some of the hazards associated with this career field. Volume 2 provides information on the different types of cabling infrastructures you will be installing, splicing and maintaining. Volume 3 provides information on all aspects of telecommunications cable testing.

3DX5X- Cyber Support Journeyman

3DX5XN-Electronic CDC

2 Volumes: Activated – September 2011

Hours: Volumes – 48 CE – 9

Points: Volumes – 16 CE – 3

Content: CDC 3DX5X Cyber Support Journeyman. The material in it covers the core knowledge for all Cyber Support career fields. Volume two of CDC 3DX5X covers information systems concepts.

(3E) Civil Engineering

Electrical Systems

3E051C-Electrical Systems Journeyman

3E051P-Electronic CDC

4 Volumes: Activation – April 2008

Hours: Volumes - 93 CE - 24

Points: Volumes - 31 CE – 8

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Content: Volume 1 covers Civil Engineer (CE) organization and management, discusses publications, training, and covers the Air Force Occupational Safety and Health Program and environmental awareness and compliance. Volume 2 covers electrical fundamentals, electronic fundamentals, talks about solid-state devices, and covers harmonics. Volume 3 covers test equipment, meters, and grounding systems. Volume 4 covers electrician's hand tools, introduces electrical materials, devices and types of lighting, electrical distribution systems, and transformer fundamentals and connections. Also covers circuit installation with conduit, and explains the distribution system maintenance and troubleshooting.

3E051D-Electrical Systems Journeyman

3E051Q-ELECTRONIC CDC

4 Volumes: Activated – April 2008

Hours: Volumes – 90 CE – 21

Points: Volumes – 30 CE – 7

Content: Volume 1 covers the substation layout and equipment, and covers aspects of troubleshooting and maintenance of the equipment normally found in or around substations. This volume covers rubber protective equipment, hot-line tools, and the care and maintenance of these items. Also covers overhead distribution equipment installation and how pole-lines are planned and constructed as well as how common pole-line equipment is installed. Finally, this volume covers working on energized high-voltage lines and equipment. Volume 2 covers theories of operation for motors and motor controls. And, how to install, maintain, inspect, and troubleshoot motors and motor controls. It will identify the location where

to find explosive vapors, dust, and fibers. This volume deals with the operation and function of emergency lights, appliances, traffic control systems, and base warning systems. Finally, this volume ends with a discussion on how the Air Force protects its property and personnel with fire and intrusion alarm systems. Volume 3 covers installation and maintenance of manholes, cable, and other associated underground equipment. Also, this volume will cover airfield lighting systems such as runway edge, threshold, beacons, strobe, and approach lighting and ends with an introduction to area and street lighting and how to troubleshoot those systems. Volume 4 covers mobile aircraft arresting system and the emergency airfield lighting system, covers detailed information concerning Basic Expeditionary Airfield Resources (BEAR) assets and the contingency electrical distribution system, and end with a brief look at facilities repair, medical facilities electrical support, and the new deployable power generation and distribution system.

ENVIRONMENTAL

3E453A - Pest Management Journeyman

3E453N-Electronic CDC

3 Volumes: Activated – March 2008

Hours: Volumes - 66 CE - 15

Points: Volumes - 22 CE - 5

Content: Volume 1 discusses Prime Base Engineer Emergency Force, Air Force Comprehensive planning, and GeoBase technologies. This volume covers understanding career progression in the Air Force and on-the-job training, as well as, Civil Engineer work and material processes. The standards and technical publications will be discussed and the final unit addresses Air Force Environmental programs. Volume 2 introduces the Integrated Pest Management (IPM) program. This volume focuses on different directive levels that guide day-to-day operations; and the forms, standard and technical publications used to track, request, justify and guide your work. Volume 3 covers asset preparation and expedient field facilities, Tent Extendable Modular Personal (TEMPER tent), Small Shelter System (Alaskan tent), the Reverse Osmosis Water Purification System (ROWPU), and what should be expected if called on to operate this equipment.

Special Information: CDC 3E453A is a mandatory prerequisite for enrollment in CDC 3E453B.

3E453B-Environmental Controls Journeyman

3E453O-ELECTRONIC CDC

4 Volumes: Revised - October 2002

Initial Activation - November 1996

Hours: Volumes - 63 CE - 15

Points: Volumes - 21 CE - 5

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Content: Volume 1 discusses how pests are classified and how and why they respond as they do. Volume 2 covers such various disease vectors as mosquitoes, flies, fleas, lice, ticks, and mites. Volume 3 addresses economic pests that destroy structures, stored foods, fabrics, and ornamental plants.

Special Information: CDC 3E453A is a mandatory prerequisite for enrollment in CDC 3E453B.

Engineering

3E551 – Engineering Journeyman

3E551N-ELECTRONIC CDC

5 Volumes: New Activation – November 2006

Hours: Volumes – 81 CE – 21

Points: Volumes – 27 CE – 7

Content: Volume 1 addresses the civil engineer organization. Volume 2 provides the knowledge of basic drafting skills to include computer aided design and drafting (CADD). Volume 3 provides knowledge of plane and construction surveying. Volume 4 discusses Geographic Information Systems (GIS) and Mapping which will give background knowledge in this area. The last volume, Volume 5 addresses specific duties in a contingency environment.

3E571-Engineering Craftsman

3E571N-Electronic CDC

2 Volumes: New Activation - February 2011

Revised - December 2002

Initial Activation - June 1998

Hours: Volumes - 42 CE - 9

Points: Volumes - 14 CE - 5

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Content: CDC 3E571, *Engineering Craftsman*, is a two-volume course. Volume 1, *Installation/Contingency Site Development*, consists of two units, providing knowledge in Air Force comprehensive planning, site planning criteria, airfield planning criteria, anti-terrorism/force protection measures, initial airfield evaluation, base site selection and aircraft mishap surveys. Volume 2, *Engineering Design and Contract Management*, discusses the criteria for preliminary construction designs as well as the programming and contracting processes for construction projects.

3E651-Operations Management Journeyman

3E651-Electronic CDC

3 Volumes: Activated – April 2007

Revised - February 2006

Revised - February 2003

Initial Activation - October 2000

Hours: Vol - 42 CE - 12

Points: Vol - 14 CE - 4

Content: Volume 1 addresses who we are as members of a civil engineer organization. As such, we have a unique mission and way of doing business—we will explore both. As a civil engineering (CE) apprentice, you need to know about your career field's specific mission, training requirements, and promotion. Volume 2 covers your specific duties in customer services and production control sections, as well as resource management of Air Force properties. Volume 3 addresses your specific duties in a contingency environment.

POWER PRODUCTION

3E052C-Electrical Power Production Journeyman

3E052P-Electronic CDC

4 Volumes: Activated – June 2008

Hours: Volumes – 60 CE – 15

Points: Volumes – 20 CE - 5

Content: Volume 1 covers civil engineer mission then transitions into how the Civil Engineer mission and organization structure is designed to best protect our nation's security and vital interests. This

volume also discusses career progression through the Air Force. Another unit is designed with safety in mind. It looks at chemical safety subjects as they apply and the safety of the environment. The last two units describe the material and work processes which are the framework for getting work accomplished in civil engineering. Volume 2 covers engine fundamentals. Volume 3 covers Electrical Principles, AC Grounding Principles, Batteries, and AC Generating Systems. Volume 4 covers Aircraft Arresting Systems.

3E052D-Electrical Power Production Journeyman

3E052Q-ELECTRONIC CDC

3 Volumes: Activated – June 2008

Hours: Volumes – 45 CE – 12

Points: Volumes – 15 CE – 4

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Content: Volume 1 covers fixed generator sites, including commercial grade generators and automatic transfer panels. Unit two of this volume begins by explaining war time mission and a look at mobile generators and load banks. Volume 2 explores the task of planning, installing, operating and maintaining a contingency power plant. This volume covers the electrical distribution in a bare base environment, tent lighting, remote area lighting and Emergency Airfield Lighting Set, and the Mobile Aircraft Arresting System along with the setback kits. Volume 3 covers the different types of electrical test equipment and how each type is put to work when troubleshooting engine systems. This volume covers the different types of wiring diagrams and goes on to discuss wiring diagrams and schematics for various pieces of equipment used. Finally, this volume ends with the troubleshooting process and common electrical malfunctions, a look into electrical and mechanical engine malfunctions, and a look at some common troubleshooting scenarios involving aircraft arresting systems.

STRUCTURAL

3E351A-Structural Journeyman

3E351N-ELECTRONIC CDC

2 Volumes: Revised - January 2002

Initial Activation - October 1996

Hours: Volumes - 33 CE - 9

Points: Volumes - 11 CE - 3

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Content: Volume 1 contains information about the following subjects: Base Civil Engineer programs, activities management, resources management, safety, hazardous materials environmental awareness, and publications. Volume 2 covers tools, equipment, and the basic principles of metallurgy.

Special Information: CDC 3E351A is a mandatory prerequisite for enrollment in CDC 3E351B/3E351C.

3E351B-Structural Journeyman

3E351O-Electronic CDC

3 Volumes: New Activation – October 2006

Revised - January 2003

Initial Activation - May 1997

Hours: Volumes - 54 CE - 15

Points: Volumes - 18 CE - 5

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Content: Volume 1 contains information used regarding structural layout and seams. Volume 2 covers sheet metal and fiberglass duct systems and other sheet metal components. Volume 3 covers oxyacetylene operations. Volume 4 covers the electric arc welding and cutting process.

Special Information: CDC 3E351A is a mandatory prerequisite for enrollment in CDC 3E351B/3E351C.

3E351C-Structural Journeyman

3E351P-ELECTRONIC CDC

4 Volumes: Activated – June 2007

Revised - July 2003

Initial Activation - July 1997

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

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Content: Volume 1 covers Sheet Metal and Structural Steel Layout, including pattern transfers and allowances, Folding, Forming and Seaming Equipment, examines Seams and Joint Connections (including Lap and Lock seams), and Fastening and Sealing Metal Components, including Sheet Metal Fasteners, Resistance Welding, and Soldering. Volume 2 addresses sheet metal duct systems, duct fabrication, installation, and repair, focuses on stacks, ventilators, and hoods, and explains overhead and rollup doors. Volume 3 addresses oxyacetylene welding equipment, covers oxyacetylene welding, and focuses on oxyacetylene cutting and hard surfacing. Volume 4 covers shielded metal arc welding equipment, preparation, challenges, positions, and applications including hard surfacing. Also covers tungsten inert gas (TIG) welding and metallic inert gas (MIG) welding equipment, preparation, challenges, positions, and applications, and arc cutting using plasma and shielded metal arc welding equipment.

Special Information: CDC 3E351A is a mandatory prerequisite for enrollment in CDC 3E351B/3E351C.

HVAC & Refrigeration

3E151A-Heating, Ventilation, Air Conditioning, and Refrigeration Journeyman

3E151N-ELECTRONIC CDC

3 Volumes: Activated – January 2008

Hours: Volumes – 54 CE – 12

Points: Volumes – 18 CE – 4

Contents: Volume 1 covers the structure of Civil Engineer (CE) organizations in the Air Force, career progression and training, environmental awareness, CE work processes and material process, and publications and technical orders. Volume 2 covers HVAC/R fundamentals, such as tools and equipment needed on the job. Volume 3 covers the electrical concepts that are a major part of the job.

3E151B-Heating, Ventilation, Air Conditioning, and Refrigeration Journeyman

3E151O-Electronic CDC

4 Volumes: Activated – February 2008

Hours: Volumes – 108 CE – 27

Points: Volumes – 36 CE – 9

Contents: Volume 1 covers the characteristics of oil and gas as well as the supply systems used. This volume introduces the burners and types that are used for oil and gas, as well as the proper operation that

will keep you safe. Finally, this volume covers theories of combustion and combustion analysis. Knowing how a fire works will help save operating cost and help improve the environment. Volume 2 discusses the boilers and furnaces that use the burners. Volume 3 discusses the universal control system strategies and many common controls that may be familiar. Volume 4 covers the distribution principles that modern HVAC uses on a daily basis.

3E151C-Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) Journeyman

3E151P-Electronic CDC

4 Volumes: Activated - November 2008

Hours: Volumes - 69 CE – 18

Points: Volumes - 23 CE - 6

Contents: Volume 1 covers the refrigeration cycle, major components, types of refrigerants, refrigerant oils, and how refrigerants are processed in accordance with Environmental Protection Agency requirements. It covers the pressure-enthalpy chart, refrigerator and freezer systems, multiple-component systems, ultra low-temperature systems, residential and commercial air-conditioning systems, and compressor and condenser capacity control. Finally this volume covers system maintenance to include preoperational, operational, and recurring maintenance on refrigeration and air-conditioning equipment. Volume 2 discusses automatic control systems and electric motors. It covers the principles and techniques for troubleshooting refrigeration and air conditioning system, and it covers the instruments used in checking air-conditioning units. Volume 3 covers water treatment and testing, and it discusses chemical feeding and control. Volume 4 covers the immersion heaters, Pre-way tent heaters, and Field Boilers. It covers the 150-cubic-foot refrigerator, Advance Design Refrigeration-300 (ADR-300), bare base air-conditioner (Field Deployable Environmental Control Unit), Temper Tent, and the Small Shelter System (SSS).

Explosive Ordnance Disposal

3E851-Explosive Ordnance Disposal Journeyman

3E851N-ELECTRONIC CDC

5 Volumes: Activated – May 2007

Initial Activation - August 2003

Hours: Volumes - 72 CE - 18

Points: Volumes - 24 CE - 6

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Content: Volume 1 contains information specific to the explosive ordnance disposal (EOD) program, and Civil Engineer (CE) organization and management. Volume 2 contains criteria, procedures, and concepts for EOD incident responses, principles of physics, contingency operations and range operations. Volume 3 contains explosive characteristics and techniques, firing systems, explosive applications and explosive techniques. Volume 4 contains information about U.S. and foreign aircraft explosive devices. Volume 5 contains advanced improvised explosive device (IED) procedures and nuclear weapons characteristics, hazards, clothing, and equipment.

Member must be a graduate of Naval School Explosive Ordnance Disposal course J5ABN3E831 002 and maintain a 3E831 primary AFSC. U.S. Army, Navy, or Marine Corp personnel in a valid Explosive Ordnance Disposal position with a skill level equivalent to 3E831.

Pavements and Construction Equipment Operator

3E251A-Pavements and Construction Equipment Operator Journeyman

3E251N-ELECTRONIC CDC

3 Volumes: New Activation - November 2005
Revised - October 2003
Initial Activation - January 1997

Hours: Volumes - 39 CE - 9
Points: Volumes - 13 CE - 3

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Content: Volume 1 covers the civil engineer and programs, civil engineer management, safety and hazardous materials, publications and hand tools, powered equipment work site safety, and traffic safety management. Volume 2 deals with drainage structures, general pavement functions, rigid pavement construction, and rigid pavement maintenance. Volume 3 deals with flexible pavement construction, flexible pavement maintenance, and fencing.

3E251B-Pavements and Construction Equipment Operator Journeyman
3E251O-Electronic CDC

3 Volumes: New Activation - April 2004
Initial Activation - May 1997

Hours: Volumes - 42 CE - 12
Points: Volumes - 14 CE - 4

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Content: Volume 1 covers some procedures involved in hauling equipment and materials as well as pavement inspection and sweeping operations. Volume 2 deals with operating wheeled loading and compaction equipment, operating motorized graders, operating crawler tractors, and excavation equipment. Volume 3 deals with prefabricated surface mats and revetments oxyacetylene welding, paint striping, and contingency operations.

Readiness

3E951-Emergency Management Journeyman
3E951N-Electronic CDC

5 Volumes: Activation - March 2010
Revised - April 2003
Revised - December 1997
Revised - March 1996
Initial Activation - December 1994

Hours: Volumes - 123 CE - 30
Points: Volumes - 41 CE - 10

Content: Volume 1 covers general Air Force and Civil Engineer Subjects. Volume 2 explains the Emergency Management Program. Volume 3 deals with Planning, Response, Exercises and Evaluation. Volume 4 covers CBRN Agents, Equipment and Decontamination and Volume 5 covers EM and CBRN Capabilities.

Utilities Systems

3E451A-Water and Fuel Systems Maintenance Journeyman
3E451N-ELECTRONIC CDC

4 Volumes: Activated - March 2010

Hours: Volumes - 69 CE - 18

Points: Volumes - 23 CE - 6

Contents: Volume 1 contains CE fundamentals. Volume 2 deals with WFM Fundamentals and Special Systems, Volume 3 is dedicated to Plumbing Systems and Volume 4 covers Expeditionary Responsibilities.

3E451B-Water and Fuel Systems Maintenance Journeyman

3E451O-Electronic CDC

4 Volumes: Activated - September 2010

Hours: Volumes - 69 CE - 18

Points: Volumes - 23 CE - 6

Contents: Volume 1 contains Fuels and Electrical fundamentals. Volume 2 deals with Fuel tanks, Tank Entry and Operation and Fuels Support Equipment, Volume 3 is dedicated to Operation and Maintenance of Hydrant Systems and Components and Volume 4 covers Expeditionary Responsibilities.

(3E) Fire and Emergency Services Certification Courses

47202W - Hazardous Materials (Hazmat) Operations Certification Courses (Web-Based)

1 Volume: Activated - September 2010

Hours: Volume - 24 CE - 6

Points: Volume - 8 CE - 2

Content: This interactive multimedia training course contains the subjects DoD personnel are required to know in order to perform their duties and achieve certification at the Hazardous Materials Operations level. This course covers all of the requirements set forth in the 2008 Edition of NFPA Standard 472; *Standard for Professional Competence of Responders to Hazardous Materials Incidents*. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M "DoD Fire and Emergency Services Certification Program" located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Hazardous Materials Awareness level before they can become Hazardous Materials Operations certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

47203W - Hazardous Materials (Hazmat) Technician Certification Course

1 Volume: Activated – February 2010

Hours: Volume - 30 CE - 6
Points: Volume - 10 CE - 2

Content: This interactive multimedia training course contains the subjects DoD personnel are required to know in order to perform duties and achieve certification at the Hazardous Materials Technician level. This course covers all of the requirements set forth in the 2008 Edition of NFPA Standard 472; *Standard for Professional Competence of Responders to Hazardous Materials Incidents*. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Hazardous Materials Operations level before they can become Hazardous Materials Technician certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

47205W - Hazardous Materials (Hazmat) Incident Commander Certification Course

1 Volume: Activated – February 2010

Hours: Volume - 30 CE - 6
Points: Volume - 10 CE - 2

Content: This interactive multimedia training course contains the subjects DoD personnel are required to know in order to perform duties and achieve certification at the Hazardous Materials Technician level. This course covers all of the requirements set forth in the 2008 Edition of NFPA Standard 472; *Standard for Professional Competence of Responders to Hazardous Materials Incidents*. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Hazardous Materials Operations level before they can become Hazardous Materials Incident Commander certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

47209 - Hazardous Materials (Hazmat) Certification Course Officer

47209N-Electronic CDC

1 Volume: Activated - September 2010

Hours: Volume - 30 CE - 6

Points: Volume - 10 CE – 2

Content: This course contains the subjects DoD personnel are required to know in order to perform duties and achieve the Hazardous Materials Incident Commander certification. This course covers all of the requirements set forth in the 2008 Edition of NFPA Standard 472; *Standard for Professional Competence of Responders to Hazardous Materials Incidents*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, fire fighter candidates must be DoD certified at the Fire Officer I, Hazardous Materials Technician and Incident Commander levels before they can become Hazardous Materials Officer certified. Non-fire service candidates must be DoD certified at the Hazardous Materials Technician and Hazardous Materials Incident Commander levels before they can become Hazardous Materials Officer certified and be a 7-skill level or civilian first-line supervisor within their profession. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10011 - Fire Fighter I Certification Course

10011N-Electronic CDC

1 Volume: Activated - May 2010

Hours: Volume - 12 CE - 4

Points: Volume - 3 CE – 1

Content: This course is designed to provide candidates with the information they need to become certified at the DoD Fire Fighter I certification level. This volume outlines all requirements set forth in the 2008 Edition of NFPA Standard 1001; *Standard for Fire Fighter Professional Qualifications*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Hazardous Materials Awareness and Operations level before they can become Fire Fighter I certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10012 - Fire Fighter II Certification Course 1 Volume: Activated - August 2004

10012N-Electronic CDC

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE – 1

Content: This course is designed to provide candidates with the information they need to become certified at the DoD Fire Fighter II certification level. This volume outlines all requirements set forth in the 2002 Edition of NFPA Standard 1001; *Standard for Fire Fighter Professional Qualifications*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Fighter I and Hazardous Materials Operations levels before they can become Fire Fighter II certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10031N(Electronic CDC)- Airport Fire Fighter

1 Volume: Activated – April 2011

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE – 1

Content: This course is designed to provide candidates with the information they need to become certified at the DoD Airport Fire Fighter certification level. This course covers all of the requirements set forth in the 2005 Edition of NFPA Standard 1003; *Standard for Airport Fire Fighter Professional Qualifications*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Hazardous Materials Operations and Fire Fighter II levels before they can become

Airport Fire Fighter certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10612N (Electronic CDC) - Public Safety Telecommunicator I/II Certification Course

1 Volume: Activated – April 2011

Hours: Volume - 12 CE -3

Points: Volume - 4 CE – 1

Content: This course is designed to provide candidates with the information they need to become certified at the DoD Telecommunicator I/II certification level. This course covers all of the requirements set forth in the 2007 Edition of NFPA Standard 1061; *Standard for Professional Qualifications for Public Safety Telecommunicator*. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Hazardous Materials Awareness level before they can become Telecommunicator I/II certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10023W (Electronic CDC) Driver/Operator – Pumper

1 Volume: Activated – September 2007

Hours: Volume – 12 CE – 6

Points: Volume – 4 CE – 2

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Pumper certification level. This course outlines all requirements set forth in the 2003 Edition of NFPA Standard 1002; Standard on Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Fighter II level before they can become certified at any of the Driver/Operator certification levels. Course 10023W is mandatory for Air Force military personnel in 3E751 upgrade training. Candidates are required to complete this course in 12 months. (NOTE: Air Force Military personnel in 3E751 upgrade training are required to complete the Driver/Operator - Pumper (10023W), Driver/Operator - Aircraft Rescue & Fire Fighting (10027W), and Driver/Operator – Mobile Water Supply (10028W) in 12 months. Because of the limited amount of training days available to Air Force Reserve and Air National Guard trainees, they are allowed to enroll in these courses one course at a time and have a maximum of one year to complete each course). See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com site.

10024N – Fire Apparatus Driver/Operator – Aerial Certification Course

1 Volume: Activated – June 2008

Hours: Volume - 30 CE -9

Points: Volume - 9 CE – 3

Content: This course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Aerial certification level. This volume outlines all requirements set forth in the 2003 Edition of NFPA Standard 1002; *Standard for Fire Apparatus Driver/Operator Professional Qualifications*. The Performance Test Supplement provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Fighter II level before they can become certified at any of the Driver/Operator certification levels. Course 10024 is NOT mandatory for Air Force military personnel in 3E751 upgrade training. This course is only applicable to those bases that have aeriels assigned. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10027W – Fire Apparatus Driver/Operator - Aircraft Rescue & Fire Fighting (ARFF) Certification Course (Web-Based)

1 Volume: Activated - September 2007

Hours: Volume - 12 CE - 6

Points: Volume - 4 CE - 2

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Aircraft Rescue and Fire Fighting certification level. This course outlines all requirements set forth in the 2003 Edition of NFPA Standard 1002; Standard on Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Fighter II level before they can become certified at any of the Driver/Operator certification levels. Course 10027W is mandatory for Air Force military personnel in 3E751 upgrade training. Candidates are required to complete this course in 12 months. (**NOTE:** *Air Force Military personnel in 3E751 upgrade training are required to complete the Driver/Operator - Pumper (10023W), Driver/Operator - Aircraft Rescue & Fire Fighting (10027W), Driver/Operator - Mobile Water Supply (10028W) in 12 months.* Because of the limited amount of training days available to Air Force Reserve and Air National Guard trainees, they are allowed to enroll in these courses one course at a time and have a maximum of one year to complete each course). See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10028W – Fire Apparatus Driver/Operator - Mobile Water Supply (MWS) Certification Course (Web-Based)

1 Volume: Activated - October 2007

Hours: Modules - 12 CE - 6

Points: Modules - 4CE - 2

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Driver/Operator - Mobile Water Supply certification level. This course meets all of the requirements set forth in the 2003 Edition of NFPA Standard 1002; Standard for Fire Apparatus Driver/Operator Professional Qualifications. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and the standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Fighter II level before they can become certified at any of the Driver/Operator certification levels. Course 10028W is mandatory for Air Force military personnel in 3E751 upgrade training. Candidates are required to complete this course in 12 months. (**NOTE:** Air Force Military personnel in 3E751 upgrade training are required to complete the Driver/Operator - Pumper (10023W), Driver/Operator - Aircraft Rescue & Fire Fighting (10027W), Driver/Operator - Mobile Water Supply (10028W), in 12 months. Because of the limited amount of training days available to Air Force Reserve and Air National Guard trainees, they are allowed to enroll in these courses one course at a time and have a maximum of one year to complete each course). See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com site.

10411W - Fire Instructor I (Web-Based) Certification Course

1 Volume: Activated - October 2007

Hours: Volume - 27 CE – 6

Points: Volume - 9 CE – 2

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Instructor I certification level. This course outlines all requirements set forth in the 2007 Edition of NFPA Standard 1041; Standard for Fire Service Instructor Professional Qualifications. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, there are no prerequisites to become Fire Instructor I certified. This course is mandatory for Air Force military fire fighters in AFSC 3E771 upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.6 for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com site.

10412W - Fire Instructor II Certification Course (Web-Based)

1 Volume: Activated – January 2008

Hours: Volume - 30 CE – 9

Points: Volume - 10 CE - 3

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Instructor II certification level. This course outlines all requirements set forth in the 2007 Edition of NFPA Standard 1041; Standard for Fire Service Instructor Professional Qualifications. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Instructor I level before they can become Fire Instructor II certified. Course 10412 is NOT mandatory for Air Force skill level upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com site.

10413 – Fire Instructor III Certification Course

10413N-Electronic CDC

1 Volume: Activated – August 2008

Hours: Volume - 30 CE - 9

Points: Volume - 10 CE - 3

Content: This course is designed to provide candidates with the information they need to become certified at the DoD Fire Instructor III certification level. This course covers all of the requirements set forth in the 2007 Edition of NFPA Standard 1041; Standard for Fire Instructor Professional Qualifications. The course also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Instructor II level before they can become Fire Instructor III certified. Course 10413 is NOT mandatory for Air Force skill level upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10511W – Wildland Firefighter I Certification Course (Web-Based)

1 Volume: Activated – March 2010

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: This course is designed to train and certify students to the DoD Wildland Firefighter I certification level. Specifically, this course provides students with the knowledge and skills necessary to understand and perform hands-on tasks dealing with basic wildland fire behavior, tactics, safety, fire shelter use, PPE requirements, fire suppression techniques and their role within the local incident management system.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: This course satisfies the training required in National Fire Protection Association 1051, *Standard for Wildland Fire Fighter Professional Qualifications*. Students who complete this training will become DoD certified and their certification records/certificate will be entered into the www.dodffcert.com web site.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10512W – Wildland Firefighter II Certification Course (Web-Based)

Volume: Activated – March 2010

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE - 2

Content: This course is designed to train and certify students to the DoD Wildland Firefighter II certification level. Specifically, this course provides students with the knowledge and skills necessary to understand and perform hands-on tasks dealing with incident management, map reading, radio use, record keeping, inspection procedures, equipment operation/maintenance, fireline construction methods, evidence preservation and associated wildland hazards.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: This course satisfies the training required in National Fire Protection Association 1051, *Standard for Wildland Fire Fighter Professional Qualifications*. Students who complete this training will become DoD certified and their certification records/certificate will be entered into the www.dodffcert.com web site.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10211W - Fire Officer I Certification Course (Web-Based)

1 Volume: Activated - September 2007

Hours: Volume - 12 CE – 3

Points: Volume - 4 CE - 1

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Officer I certification level. This course outlines all requirements set forth in the 2003 Edition of NFPA Standard 1021; Standard for Fire Officer Professional Qualifications. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Reminder: ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Fighter II and Fire Instructor I levels before they can become Fire Officer I certified (**NOTE: AF Active Duty must also complete Hazardous Materials Technician prior to receiving Fire Officer I certification**). This course is mandatory for Air Force military fire fighters in AFSC 3E771 upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10212W - Fire Officer II Certification Course (Web-Based)

1 Volume: Activated – January 2008

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Officer II certification level. This course outlines all requirements set forth in the 2003 Edition of NFPA Standard 1021; Standard for Fire Officer Professional Qualifications. The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps, and standards to which they must be performed.

Reminder: ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical

evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Instructor I and Fire Officer I levels before they can become Fire Officer II certified. Course 10212 is not mandatory for Air Force skill level upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10213N - Fire Officer III

1 Volume: Activated -- April 2011

Activated - January 1997

Hours: Volume - 150 CE - 30

Points: Volume - 50 CE - 10

Content: This course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Officer III certification level. This volume outlines all requirements set forth in the 2009 Edition of NFPA Standard 1021; *Standard for Fire Officer Professional Qualifications*. The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps, and standards to which they must be performed.

Reminder: ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Instructor II and Fire Officer II levels before they can become Fire Officer III certified. Course 10213 is not mandatory for Air Force skill level upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10214 - Fire Officer IV Certification Course

10214N-Electronic CDC

1 Volume: Activated -- April 2010

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: This course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Officer IV certification level. This volume outlines all requirements set forth in the 2009 Edition of NFPA Standard 1021; *Standard for Fire Officer Professional Qualifications*.

The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps, and standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Instructor II and Fire Officer III levels before they can become Fire Officer IV certified. Course 10214 is not mandatory for Air Force skill level upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10311W - Fire Inspector I Certification Course (Web-Based)

1 Volume: Activated – January 2008

Hours: Volume - 9 CE – 3

Points: Volume - 3 CE - 1

Content: This web-based course contains the subjects DoD fire fighters are required to know in order to perform their duties and achieve the Fire Inspector I certification level. This course outlines all requirements set forth in the 2003 Edition of NFPA Standard 1031; Standard for Professional Qualifications for Fire Inspector and Plan Examiner. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Hazardous Materials Awareness level before they can become Fire Inspector I certified. This course is mandatory for Air Force military fire fighters in AFSC 3E771 upgrade training. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10312W - Fire Inspector II Certification Course (Web-Based)

1 Volume: Activated – January 2008

Hours: Modules - 9 CE - 3

Points: Modules - 3 CE - 1

Content: This web-based course contains the subjects DoD fire fighters are required to know to perform their duties and achieve the Fire Inspector II certification level. This course outlines all requirements set forth in the 2003 Edition of NFPA Standard 1031; Standard for Professional Qualifications for Fire Inspector and Plan Examiner. The Performance Test Module and Supplement also provides detailed performance test information for candidate evaluations and includes the elements, steps, and standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Inspector I level before they can become Fire Inspector II certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

10313 - Fire Inspector III Certification Course

10313N-Electronic CDC

1 Volume: Activated – June 2008

Hours: Volumes - 9 CE - 3

Points: Volumes - 3 CE - 1

Content: This course contains the subjects DoD fire fighters are required to know in order to perform duties and achieve the Fire Inspector III certification level. All requirements set forth in the 2003 Edition of NFPA Standard 1031; *Standard for Professional Qualifications for Fire Inspectors and Plan Examiners*. The Performance Test Supplement provides detailed performance test information for candidate testing and includes the elements, steps and standards to which they must be performed.

Reminder: *ALL (3E) Fire Protection Courses require completion of an end of course exam (administered at an approved Test Control Facility-not at a Fire Department) and a practical evaluation (performed at your local fire department or responsible agency). Completion of the end of course exam is only half of the requirement to receive DoD certification. For additional information see DoD Manual 6055.06M “DoD Fire and Emergency Services Certification Program” located on www.dodffcert.com, or on the Air Force Fire and Emergency Services CoP.*

NOTE: For DoD certification purposes, candidates must be DoD certified at the Fire Inspector II level before they can become Fire Inspector III certified. Candidates are required to complete this course in 12 months. See DoD Manual 6055.06M for additional guidance.

Enrollment Information – Enrollment procedures should be followed as listed in this catalog (pages 13-33 and pay close attention to the chart on pages 21-22). If you require more detailed information please see the www.dodffcert.com website.

(3M) Services

3M051A-Services Journeyman

3M051N-Electronic CDC

2 Volumes: New Activation - April 2011
Initial Activation - April 1998

Hours: Volumes - 21 CE - 6

Points: Volumes - 7 CE - 2

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Content: Occupational Safety and Health, Training and Professional Development, Customer Service, Services Human Resource Management, Contracts, Strategic Capital Improvement Planning, Financial Management, Protection of Assets, Services Awards/Recognition Programs, Sanitation and Fundamentals of Food Preparation, Subsistence Storage Operations, Food Service Automation, Food Service Operations, Food Service Accounting, and Prime Vendor.

Special Information: Military personnel in upgrade training are required to enroll in 3M051A and 3M051B simultaneously. Dual enrollment is mandatory. Both courses must be completed within 15 months of the enrollment date.

3M051B-Services Journeyman

3M051O-ELECTRONIC CDC

3 Volumes: New Activation - April 2011
Initial Activation - April 1998

Hours: Volumes - 24 CE - 6

Points: Volumes - 8 CE - 2

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Content: General Operating Information and Lodging Standards, Front Desk Operations, Cashier Functions, Sundry Sales and Inventory, Financial Management, Other Lodging Duties/Human Resource Management, General Fitness Operations Management/Program, Fitness Programs, Sports Programs, Contingency Planning, Readiness Management, Field Lodging, Mortuary Affairs, Wartime Mortuary, Contingency Fitness and Recreation, and Field Exchanges.

Special Information: Military personnel in upgrade training are required to enroll in 3M051A and 3M051B simultaneously.

3M071A-Services Craftsman

3M071N-Electronic CDC

2 Volumes: Activated – October 2011

Hours: Volume - 23 CE - 5

Points: Volume - 7 CE - 1

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Content: **Volume 1** covers the duties and responsibilities of a Services Craftsman. It addresses safety/training and professional development; discusses services, human resource management, and protection of assets; covers financial management and protection of assets; and this volume delves into strategic capital improvement and awards/recognition, marketing, and contracting. **Volume 2** discusses Food service Operations—shift leader, menu planning, flight feeding operations, fundamentals of food preparation to include the various types of cooking methods, sanitation, hygiene, hazard analysis and critical control point guidelines, and waste prevention. This volume also discusses Food Service Accounting, Storeroom Management, and Prime Vendor Program—automated documentation, Air Force Automated Recipe System, point of sales, subsistence storage operations—inventory procedures, sales and adjustments, the Subsistence Total Ordering Receipt Electronic System (STORES), reports and forms, journals, and prime vendor.

Special Information: Military personnel in upgrade training are required to enroll in 3M071A and 3M071B simultaneously. Dual enrollment is mandatory. Both courses must be completed within 15 months of the enrollment date.

3M071B-Services Craftsman

3M071O-ELECTRONIC CDC

3 Volumes: Activated – December 2011

Hours: Volume - 30 CE - 6

Points: Volume - 10 CE - 2

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Content: **Volume 1** gives an introduction to general operating information and lodging standards. Specifically, it covers types of transient quarters, authorized guests, housing entitlements, non-availability, adequacy and housekeeping standards and facility inspections; addresses front desk and cashier functions; addresses sundry sales, stock level management, and inventory procedures; addresses lodging contracts, contract issues, and contingency lodging; and finally closes with financials. **Volume 2** introduces general fitness operations management and covers fitness and recreation programs. **Volume 3** covers some of the components of Readiness Management; addresses the Mortuary Affairs, Honor Guard, and Search and Recovery Programs to include mortuary affairs administration, transportation of remains, case file management, the honor guard program, wartime mortuary, wartime search and recovery, and search and recovery during peacetime; finally this volume ends by addressing the Protocol Program including, etiquette and responsibilities, flags, precedence, seating arrangements, administration, expeditionary protocol, and security, OPSEC and COMSEC.

Special Information: Military personnel in upgrade training are required to enroll in 3M071A and 3M071B simultaneously.

(3N) Public Affairs

3N051-Public Affairs Journeyman

3N051N-Electronic CDC

2 Volumes: Revised - May 2003
Initial Activation - October 2000

Hours: Volumes - 27 CE - 6
Points: Volumes - 9 CE - 2

Content: Volume 1 covers career field organization, legal responsibilities, training, and public communication programs such as media and community relations. Volume 2 looks at public affairs writing, newspaper writing, internal information program objectives, newspaper editorial guidelines, and design techniques.

3N071-Public Affairs Craftsman

3N071N-Electronic CDC

1 Volume: Activated - September 2003

Hours: Volumes - 12 CE - 3
Points: Volumes - 4 CE - 1

Content: Volume 1 covers office management; newspaper management and public communications; environmental programs; and plans, annexes, and resource management.

(3P) Security Police

3P051-Security Forces Journeyman

4 Volumes: New Activation – October 2011
Revised - May 2000
Initial Activation - February 1999

Hours: Volumes - 93 CE - 18
Points: Volumes - 31 CE - 6

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Content: Volume 1 covers an overview of the core knowledge required for you to accomplish basic Security Forces tasks. The volume begins with history and ends with occupational hazards you will encounter during your daily duties. Volume 2 covers use of force, response procedures, weapons systems security and mobile patrol operations. Volume 3 addresses weapons systems you will use daily and during combat operations. This volume also covers tactical communications equipment and procedures. Volume 4 covers skills that are required to use during combat and contingency situations, such as, basic base defense principles, mobility planning, battle drills, map reading and land navigation skills.

3P051C-Combat Arms Journeyman

3P051P-ELECTRONIC CDC

3 Volumes: Activated - March 2005
Initial Activation - January 1999

Hours: Volume - 27 CE - 6
Points: Volume - 9 CE - 2

Content: Volume 1 contains a general overview of the duties and responsibilities of Combat Arms personnel, armory duties, and some specific information on ammunition. Volume 2 covers the inspection and maintenance of the primary weapons in which you provide training on. This volume also touches on the operation and maintenance of the night vision aiming devices currently used in the Air Force. Volume 3 covers the principles and techniques of instruction with special emphasis on the fundamentals of marksmanship, training aids, and student evaluation and measurement.

3P051D-Military Working Dog Journeyman

3P051Q-ELECTRONIC CDC

1 Volume: New Activation - February 2005
Revised - October 2001
Initial Activation - December 1998

Hours: Volume - 18 CE - 3

Points: Volume - 6 CE - 1

Content: This one volume course covers general MWD team functions. Such as legal issues and using your dog as a means of force, training and support facilities, and a discussion on the principles of conditioning, dog team proficiency, and being an effective decoy/agitator.

3P071N-Security Forces Craftsman

3P071N-ELECTRONIC CDC

3 Volumes: Revised - October 2005
Revised - June 2000
Initial Activation - July 1996

Hours: Volumes - 54 CE 12

Points: Volumes - 18 CE 4

Content: Volume 1 covers general career field knowledge concerning the career field path, SF squadron structure, standardization evaluation, the military working dog (MWD) program, financial planning and equipment required to complete the SF mission, traffic management, procedures for responding to cantonment or restricted area alarms, SF supervision, and the SF training program, and covers crimes, crisis situations, and high-risk incident scenes. Volume 2 will reinforce knowledge of SF deployment operations such as aerospace expeditionary force (AEF) responsibilities; global war on terrorism, deployment planning, and unit type codes (UTCs), SF leader responsibilities, and entry control and circulation. Volume 3 was developed to refresh knowledge in the areas of tactics, land navigation, high threat situations, high-threat operations, command and control (S functions) and communication.

(3S) Mission Support

3S051-Personnel Journeyman

3S051P-Electronic CDC

3 Volumes: New activation – Feb 2011

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE – 3

Content: Volume 1 covers personnel missions, duties and responsibilities of the Personnel Journeyman. Protecting and safeguarding classified material, transporting classified and operations security communications security material. Customer service techniques, privacy act(PA) and electronic records management.

Volume 2 covers Joint Force, Total Force, Air Expeditionary Force, unit type code posturing and coding, Air Reserve Component mobilization, demobilization and integration. Terminology, war and mobilization plan, wartime systems, command relationships, functional responsibilities, accountability, equipment capabilities, deployed military personnel flight. Volume 3 covers Intro program and improccessing actions,duty information, adverse actions, line of duty determinations, military personnel surveys and

government life insurance, processing identification cards, joint spouse intent applications and correction of records, casualty services and survivor benefits plan. Relocation processing, promotions, demotions, computerized promotion products, reenlistments, extensions, formal training and retraining.

3S071 – Personnel Craftsmen

3S071N-ELECTRONIC CDC

3 Volumes: Initial Activation – February 2010

Hours: Volumes - 30 CE - 6

Points: Volumes - 10 CE - 2

Content: Volume 1 covers Personnel Career Field. Volume 2 covers Personnel Contingency Report. Volume 3 covers Personnel Operations.

3S251-Education and Training Manager Journeyman

3S251N-Electronic CDC

2 Volumes : New Activation – September 2011

Hours: Volume - 18 CE - 3

Points: Volume - 6 CE - 1

Content: This one volume course covers information on conducting a work center training analysis that includes a representation of how to develop training objectives and measurement devices, how to develop training materials, and how to implement and review the work center training program. It covers the process of retraining as a 3S2X1 and the duties as office of primary responsibility for on-the-job training at the base and MAJCOM levels. Finally, this volume introduces opportunities, advisement, and counseling in the education services program, and covers the education financial assistance programs; degree completion, correspondence, and independent study programs, and the educational opportunities available through the Air Force Institute Technology (AFIT).

3S371-Manpower Craftsman

3S371N- ELECTRONIC CDC

4 Volumes: New Activation- December 2010

Hours: Volumes-58 CE-13

Points: Volumes-19 CE-4

Content: This CDC will improve your ability to perform as a manpower manager. It covers relevant theories and concepts of the career field and higher level management skills.

(3V) Visual Information

3V052-Visual Information Photography Specialty

3V052N-Electronic CDC

4 Volumes: New Activation - December 2004

Initial Activation - January 1996

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

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Content: Volume 1 covers general security measures such as information protection, operations security (OPSEC), communications security (COMSEC), emission security (EMSEC), physical security, and information safeguards, discusses photographic administration procedures involving work requests and their logs, copyright and reproduction restrictions, disposition of MM record material, customer service techniques, and environmental standards regarding workplace safety. Volume 2 covers the theory of light, its behavior, and methods to measure light, discusses the principles of photographic optics, characteristics of lenses, and the various types of lenses, defines photographic exposure, different light sources, and methods for calculating exposure, and covers the effects, limitations, and different types of photographic filters. Volume 3 covers composing, planning, documentation, training, investigative and combat photography, and studio photography. This volume covers the basics of how to shoot certain photographic assignments. Volume 4 covers the basics of computer operations and electronic imaging.

(Medical)

Bioenvironmental Engineering

Diagnostic Imaging

4R051-Diagnostic Imaging Journeyman

4R051N-Electronic CDC

5 Volumes: Activated - May 2011

Hours: Volumes - 117 CE - 27

Points: Volumes - 39 CE - 9

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Content: Volume 1 contains information relating to department administrative procedures and management. Volume 2 presents a thorough study of the fundamentals of radiologic science. Volume 3 covers information on osteology and routine radiographic positioning. Volume 4 covers special aspects of clinical radiology. Information on radiographic contrast media and the procedures that use contrast agents to image various structures in the body is presented in Volume 5.

4R051B-Diagnostic Medical Sonography Journeyman

4R051O-Electronic CDC

3 Volumes: Activated - January 2011

Hours: Volumes - 51 CE - 9

Points: Volumes - 17 CE - 3

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Content: This course is divided into three volumes, each devoted to a different area of medical sonographic interest. It is not exhaustive, being limited to areas most likely encountered by most Air Force sonographers. This first volume covers information in the area of abdominal sonography with an elaborate discussion on the liver. Unit 1 provides you with a firm understanding and detailed knowledge necessary to perform sonography on the liver. Unit 2 considers the area of the gallbladder and the biliary system. Unit 3 gives you knowledge on the urinary system. The volume ends with Unit 4, which briefly discusses key abdominal structures routinely imaged by Air Force sonographers. The remaining two volumes examine other areas of the body applicable to routine medical sonography. Volume 2 covers general sonography, with special emphasis placed on the vascular system. The volume also studies sonography of glandular body parts outside of the abdominal cavity, such as thyroid and testes. The final

volume, Volume 3, examines obstetrics and gynecology. It is designed to organize and clarify your thinking on the sonographic approach to these challenging subjects.

Health Services Management

4A051-Health Services Management Journeyman

4A051N-ELECTRONIC CDC

5 Volumes: Activated - March 2005

Initial Activation - January 2002

Hours: Volumes - 75 CE - 18

Points: Volumes - 25 CE - 6

Content: Volume 1 consists of general information. It introduces and explores the different tasks and functions performed in the career field. Volume 2 introduces patient administration—output medical records, medical evaluations boards, admissions and dispositions processing, and inpatient administration and medical records. Volume 3 introduces health care optimization and the primary care optimization (PCO) concept and medical record coding. Volume 4 covers health plan management, TRICARE and care from alternate sources will be discussed thoroughly. Volume 5 includes financial management and budgeting, uniform business office, medical expenses and performance reporting/expense assignment system, inventory management, and priceouts.

4A071-Health Services Management Craftsman

4A071N-ELECTRONIC CDC

1 Volume: New Activation – September 2006

Initial Activation - February 2002

Hours: Volumes - 12 CE - 9

Points: Volumes – 4 CE - 1

Content: VolumeThis one volume course covers various duties a health service manager would likely encounter working in the health care support areas and Resource Management Office (RMO).

Medical Materiel

4A151-Medical Materiel Journeyman

4A151N-Electronic CDC

4 Volumes: Activated - April 2005

Initial Activation - September 2002

Hours: Volumes - 126 CE - 33

Points: Volumes - 42 CE – 11

Contents: Volume 1 covers general information needed as a medical journeyman. Volume 2 covers customer support operations. Volume 3 deals with managing your inventory. Volume 4 introduces two specialized medical materiel operations—equipment management and war reserve materiel.

4A171-Medical Materiel Craftsman

4A171N-Electronic CDC

2 Volumes: Revised - October 2005

Initial Activation - December 2002

Hours: Volumes - 36 CE - 9
Points: Volumes - 12 CE - 3

Contents: Volume 1 provides information on fundamental functions of medical materiel. Volume 2 covers several specialized operations including equipment management, contract management, environment of care, war reserve materiel, and expeditionary medical materiel operations.

Mental Health

4C051-Mental Health Journeyman
4C051N-Electronic CDC

4 Volumes: Activated – September 2009

Hours: Volumes - 51 CE - 12
Points: Volumes - 17 CE - 4

Content: Volume 1 the standards of practice is a guide for building a respectable and proper relationship not only with the patients but also with your peers and coworkers. Also, delves into all aspects of the safety program, cultural diversity, and gives an overview of the prevention, education, and key personnel briefings that are expected when organizing, directing, and conducting. This volume also covers records maintenance and budgeting, and finally, it concludes with mental health readiness. Volume 2 will provide an in-depth look at theories of development and abnormal psychology. Volume 3 will focus primarily on evaluation of patients in both an outpatient interview setting as well as prepare you to conduct psychometric examinations. Volume 4 will review treatment planning and introduce you to selected psychotherapeutic interventions. Also, covers the necessary requirements for the Certified Alcohol and Drug Abuse Counselor (CADAC) Certification.

4C071-Mental Health Craftsman
4C071N-Electronic CDC

2 Volumes: Activated – June 2008

Hours: Volumes - 33 CE – 9
Points: Volumes - 11 CE – 3

Content: Volume 1 covers the diversity and the counseling relationship, covers some of the more common diagnoses encountered in the mental health service, specific techniques used in interviewing, to include motivational interviewing, briefly covers the addiction models of treatment and the obstacles with each of those models, and finally this volume concludes with a look at the pharmacology of substance abuse and a discussion regarding chemically dependent families. Volume 2 covers the tools necessary to conduct evaluation and counseling session beneficial to treatment outcomes. This includes legal and ethical issues, appropriate treatment goal setting, and the administrative management of clinical services.

Occupational & Physical Therapy

4J071-Occupational/Physical Therapy Craftsman
4J071N-Electronic CDC

1 Volume: Activated - September 1997

Hours: Volumes - 12 CE - 3
Points: Volumes - 4 CE - 1

Content: This one volume course covers the Organizational Medical Group (OMG) Structure, your responsibilities as a supervisor, the Proficiency Code Key, Money Management, and the Military Health Service System (MHSS).

4J072-Occupational/Physical Therapy Craftsman

4J072N-Electronic CDC

1 Volume: Activated - June 2004

Initial Activation - September 1997

Hours: Volumes - 12 CE - 3

Points: Volumes - 4 CE - 1

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Content: This one volume course covers the Objective Medical Group (OMG) Structure, which describes the way the Air Force organizes its medical treatment facilities (MTF). Also, covers how physical medicine and orthotic craftsman, interact with others in a healthcare environment, discusses money management to training your personnel, and covers information from the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) to give an insight on why we seek accreditation and how the Joint Commission performs its surveys.

PHARMACY

4P051A-Pharmacy Journeyman

4P051N-Electronic CDC

4 Volumes: Activated – May 2008

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

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Content: Volume 1 covers the mission, function, and organization of the USAF Medical Service, as well as the pharmacy's role within the organization. Volume 2 covers pharmacy practice standards, to include Air Force directives. This volume also discusses medical facility accrediting agencies and methods that military treatment facilities use to achieve quality care and service. Volume 3 covers just what the title claims. This volume covers how to monitor Department of Defense (DoD) pharmaceutical contract compliance, how to maintain equipment and associated records, as well as pharmaceutical supply files and reports. Composite Heal Care System (CHCS) is also covered although this topic is rapidly changing, this section is fairly easy, because working within the pharmacy computers will be used on a daily basis. Volume 4 the final volume in set A provides information on critical pharmacy skills. It provides critical performance information vital to the pharmacy career field.

Special Information: 4P051A is a prerequisite for 4P051B.

4P051B-Pharmacy Journeyman

4P051O-Electronic CDC

5 Volumes: Revised - August 2000

Initial Activation - July 1996

Hours: Volumes - 75 CE - 18

Points: Volumes - 25 CE - 6

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Content: Volume 1 gives information about pharmaceutical dispensing, terminology, anatomy, and physiology. Volumes 2 and 3, *Anatomy, Physiology, and Pharmacology*, covers the anatomy and physiology of each system of the human body, followed by the conditions associated with the system, and the drugs used to treat conditions associated with the system. Volume 4 covers miscellaneous drug therapy, medical aids and devices, and poisonings. Volume 5 discusses antibiotics and miscellaneous drugs.

Special Information: 4P051A is a mandatory prerequisite for 4P051B.

Public Health

4E051-Public Health Journeyman

4E051N-Electronic CDC

5 Volumes: New Activation – December 2006

Revised - November 2002

Revised - March 2002

Initial Activation - August 1997

Hours: Volumes - 87 CE - 18

Points: Volumes - 29 CE - 6

Content: Volume 1 is the basic of Public Health. Volume 2 deals with the principles of epidemiology and the control of communicable diseases. Volume 3 covers food technology, food procurement, the receipt and surveillance inspection programs, and facility sanitation. Volume 4 covers contingency operations, as well as field sanitation and hygiene. The final volume, Volume 5 deals with the Force Health Management section and Occupation Health. It covers everything from hazards and shop evaluations to the hearing conservation and fetal protection programs.

Air and Space Physiology

4M051-Aerospace Physiology Journeyman

4M051N-Electronic CDC

5 Volumes: Activated – November 2009

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

Content: Volume 1 covers the mission and organization of the Air Force Medical Service. Describes the general duties of aerospace physiology personnel and briefly discuss career ladder progression and educational opportunities available; covers the importance of the Air Force Occupational Safety and Health program and how to maintain a safe working environment and avoid physical safety hazards; ensure the requirements and guidelines for scheduling and training students for initial or refresher aerospace physiology (AP) classes are known; explains the records management program; and, discusses the principles and practices needed to follow to be an effective instructor. Volume 2 covers medical terminology and discuss the body systems that are affected by altitude; describe the atmosphere and how gas laws govern the body's reaction to reduced atmospheric pressure; covers the altitude stresses on the aircrew; and, covers how to take care of students who may have reactions in the altitude chamber. Volume 3 covers the largest and most valuable training device used in the Aerospace Physiology career field: the hypobaric chamber. Volume 4 introduces some devices that contribute to both aircrew and passenger safety and comfort. Volume 5 discusses several specialized duties that make the career field a dynamic and fast paced environment to work in and achieve the goals.

Biomedical Equipment

4A251A-Biomedical Equipment Journeyman

4A251N-Electronic CDC

5 Volumes: Activated – February 2009

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

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Content: Volume 1 introduces biomedical equipment repair. Volume 2 covers the aspects of the Environment of Care, tools, and test equipment. Volume 3 covers electronic principles. Volume 4 covers a more in-depth study of electronics with advanced electronics and troubleshooting techniques. Volume 5 covers information on computer systems and networks.

Special Information: CDC 4A251A is a mandatory prerequisite for CDC 4A251B.

4A251B-Biomedical Equipment Journeyman

4A251O-Electronic CDC

4 Volumes: New Activation – September 2006

Initial Activation - May 1996

Hours: Volumes – 84 CE - 21

Points: Volumes - 28 CE - 7

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Content: Volume 1 covers all the interfaces dealt with when connecting equipment to the hospital's utilities. It also covers knowledge on the equipment used for readiness purposes when the facilities go mobile. Volume 2 pertains to medical terminology and equipment used with inpatient care. Volume 3 discusses outpatient care areas and support equipment. Volume 4 explains imaging systems.

Special Information: CDC 4A251A is a mandatory prerequisite for CDC 4A251B.

4A271-Biomedical Equipment Craftsman

4A271N-Electronic CDC

2 Volumes: New Activation - January 2008

Hours: Volumes - 15 CE - 3

Points: Volumes - 5 CE – 1

Content: Volume 1 covers biomedical equipment support program with special emphasis placed on the more important aspects of the program and specific activities unique to the job. Also discusses how to determine and justify specific shop requirements; and the importance of Data Quality. Volume 2 covers organizing and managing the equipment maintenance program to include war reserve equipment, medical readiness reports and deployment tasking, also covers military and civilian inspections and how they affect the shop. This volume also explains medical equipment management from cradle to grave. Lastly, this volume will discuss quality assurance issues such as recalls, modifications, and investigations.

Diet Therapy

4D051-Diet Therapy Journeyman

4D051N-Electronic CDC

3 Volumes: Activated - September 2005

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

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Content: Volume 1 contains five units that cover safety standards, sanitation, medical material, equipment forecasting, and medical readiness/deployment expectations. Volume 2 deals with all aspects of managing nutritional medicine (NM). Volume 3 covers clinical nutrition starting with the basic principles of nutrition and digestion.

Medical Laboratory

4T051A-Medical Laboratory Journeyman (Administration and Chemistry)

4T051N-Electronic CDC

3 Volumes: New Activation - February 2004

Revised - January 2000

Initial Activation - March 1999

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

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Content: Volume 1 covers the medical laboratory mission, quality assurance, safety, and discusses all aspects of specimen collection and medical terminology, clinical chemistry theory, overview of laboratory instrumentation, and allows you to gain insight into the laboratorian's role regarding biological warfare and terrorism. Volume 2 covers a plethora of chemistry analyte testing methods and principles. Volume 3 will guide you through all aspects of urinalysis.

4T051B-Medical Laboratory Journeyman – Microbiology

4T051O-ELECTRONIC CDC

4 Volumes: Revised - August 2005

Initial activation - February 1997

Hours: Volumes - 87 CE - 21

Points: Volumes - 29 CE - 7

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Content: Volume 1 enables students to review fundamentals of diagnostic bacteriology. Volume 2 begins with the most medically important genera—aerobic gram positive cocci and bacilli—that cause some of the most serious human diseases. It also covers aerobic gram-negative cocci and coccobacilli organisms, aerobic gram-negative bacilli, and anaerobic gram-positive and gram-negative organisms. Volume 3 covers a study of miscellaneous microorganisms to include the spirochetes, mollicutes, chlamydiae, rickettsiae, and viruses, examines the acid-fast bacilli and some of the unique features of these organisms, and provides an introduction to medical mycology and general information about mycology. Volume 4 presents information on parasites of medical importance, including helminths and protozoa.

4T051C-Medical Laboratory Journeyman - Hematology, Immunology, and Blood Banking

4T051P-Electronic CDC

3 Volumes: Activated - January 1998

Hours: Volumes - 57 CE - 15

Points: Volumes - 19 CE - 5

SALE RESTRICTED (Copyright Material and FOUO Only) Limited to Department of Defense Personnel

Content: Volume 1 discusses hematology; erythrocytes, leukocytes, and thrombocytes; the complete blood count and hematology procedures; and hemostasis mechanism and evaluation of coagulation studies. Volume 2 covers immunology. Volume 3 is concerned with bloodbanking and the transfusion service.

MEDICAL SERVICE

4N051A-Aerospace Medical Service Journeyman

4N051N-ELECTRONIC CDC

3 Volumes: Activated – March 2008

Hours: Volumes - CE - 9

Points: Volumes - 11 CE - 3

Contents: Volume 1 covers medical doctrine and how it applies to this career field and its technician, discusses manpower and resources to introduce how manning needs are developed and the basics to understand how information is received and maintained to complete the duties. Volume 2 focuses on anatomy and physiology of the body. Volume 3 focuses on Aerospace Medicine and Medical Standards. This volume covers how the medical technician will focus on maintaining the health of all Airman, and a thorough understanding of the information in this volume will help ensure that Air Force members are medically deployment ready, mission ready and/or ready to fly, fight and win.

4N051B-Aerospace Medical Service Journeyman

4N051O-ELECTRONIC CDC

3 Volumes: Activated – February 2009

Hours: Volumes - 42 CE - 12

Points: Volumes - 14 CE - 4

Content: Volume 1 addresses patient care skills that are commonly performed in the outpatient clinic setting. Volume 2 addresses patient care skills that are more commonly performed in an inpatient setting and are generally more advanced skills that are needed to learn as a 4N0X1. Volume 3 covers medication administration and pharmacology. It is a challenging but necessary set of skills and knowledge needed to be familiar with to become a 5-level.

4N071-Aerospace Medical Service Craftsman

4N071N-ELECTRONIC CDC

2 Volumes: Activated - December 2004

Hours: Volumes - 36 CE - 9

Points: Volumes - 12 CE - 3

Content: Volume 1 covers issues of the medical service mission, addresses the specific issues facing the supervisors in the MTFs. Responsibilities range from logistics, to supervision and training new personnel. Specifically integrates the future of our medical healthcare system through Population Health. Volume 2 covers the fundamental nursing skills, such as, patient care, hierarchy of needs, and the nursing process through physiology of body processes. Also, covers the “missing links” of Aerospace Medicine Clinic, better known in the MTF as the Flight Surgeons Office.

Ophthalmology & Optometry

4V051A-Ophthalmology Journeyman

4V051N-Electronic CDC

4 Volumes: Activated – June 2007

Revised - April 2005

Initial Activation - November 1997

Hours: Volumes - 132 CE - 27

Points: Volumes - 44 CE - 9

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers the objective medical group, ophthalmic career ladder progression, ophthalmic security, clinic safety, tips on professional relations, scheduling of patients, ophthalmic clinic administration, and Air Force accountability. Volume 2 covers information on ocular anatomy and physiology, eye injuries, infections, and disorders. Volume 3 covers geometrical optics, ophthalmic optics and ordering and dispensing spectacles. While the scope of material is limited to military requirements, everything easily translates to the civilian world. Volume 4 is the final volume and it goes through how to assist the health care provider (doctor), advanced clinical procedures, Aerospace optometry and some contact lens information and procedures.

4V051B-Ophthalmic Journeyman

4V051O-ELECTRONIC CDC

2 Volumes: Activated – June 2007

Hours: Volumes – 51 CE – 12

Points: Volumes – 17 CE - 4

Content: Volume 1 covers safety, patient relations, our housekeeping duties, sterilization, needs of the surgical patient and properly transferring the surgical patient. Volume 2 covers aseptic techniques, minor ophthalmic surgery and major ophthalmic surgery.

4V071-Optometry/Ophthalmology Craftsman

4V071N-ELECTRONIC CDC

1 Volume: New Activation – May 2007

Revised - February 2005

Revised - October 2001

Initial Activation - March 1997

Hours: Volumes - 12 CE - 3

Points: Volumes - 4 CE - 1

Content: This one volume course consists of two units. Unit one - supervision and management covers the duties involved in personnel responsibilities and administrative responsibilities, and unit two – advanced clinical procedures covers the use and practice of automated visual field results and refractometry.

Physical Therapy

4J052A-Physical Medicine Journeyman

4J052N-Electronic CDC

3 Volumes: New Activation - September 2003

Revised - May 2001

Initial Activation - November 1995

Hours: Volumes - 60 CE - 15

Points: Volumes - 20 CE - 5

Content: Volume 1 specifies the journeyman's role and responsibilities as a member of the physical therapy career field. Volume 2 discusses the major body systems and the pathophysiological conditions affecting the various systems. Volume 3 covers manual procedures and modality application.

Special Information: CDC 4J052A is a mandatory prerequisite to CDC 4J052B.

4J052B-Physical Medicine Journeyman

4J052O-ELECTRONIC CDC

4 Volumes: New Activation - December 2003

Revised - October 2001

Initial Activation - February 1996

Hours: Volumes - 75 CE - 18

Points: Volumes - 25 CE - 6

Content: Volume 1 covers the principles and concepts of growth and development, therapeutic exercise, sensory skills and coordination, and finishes with kinesiological principles and ergonomics. Volume 2 covers the axial skeleton. Volume 3 covers the functional anatomy of the body. Volume 4 covers the primary mode of transportation, the lower extremities (the pelvis and hip, knee joint, ankle, foot and toes, and lower extremity support).

Special Information: CDC 4J052A is a mandatory prerequisite to CDC 4J052B.

Surgical Service

4N151A-Surgical Service Journeyman

4N151N-Electronic CDC

5 Volumes: Activated – March 2006

Hours: Volumes - 102 CE - 30

Points: Volumes - 34 CE - 10

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers the surgical service career field by first introducing the USAF Medical Service mission and organization and the roles of the surgical technician. It covers a discussion on professional and patient relations; looks at patient relations, patient advocacy, patient needs, and patient fears, and the ways medical personnel can develop positive patient relationships. This volume ends by focusing entirely on safety. Volume 2 focuses on infection control. It covers microbiology and the infection control programs and function, covers reprocessing reusable surgical instruments and supplies including cleaning, assembling, packaging, sterilizing, and disinfecting. Volume 3 focuses on the surgical patient. It covers the physical preparations involved before a patient is wheeled into the operating room, and how to prevent pain during the procedure (i.e., the methods of anesthesia). Volume 4 covers the surgical suite. It looks at preparing for surgery, both staff preparation and room preparation. This volume also focuses on basic surgical "routines"—the intraoperative and postoperative duties involved in every surgical procedure. The final volume 5 covers surgical pharmacology, or how to handle and use the various drugs, solutions, blood, and blood products. Methods of hemostasis, and the use of various surgical stapling devices are covered, and this volume closes with wound closure.

Special Information: CDC 4N151A is a mandatory prerequisite for enrollment in CDC 4N151B.

4N151B-Surgical Service Journeyman - Part II

4N151O-Electronic CDC

4 Volumes: Activated – August 2008

Hours: Volumes - 78 CE - 18

Points: Volumes - 26 CE - 6

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers the anatomy and physiology. This volume discusses how the body is organized, beginning with a basic "blueprint" of the body. It covers terms and references medical professionals use to discuss anatomical regions and locations of various body structures. It also takes a look at the basic components of the body. Also covers the musculoskeletal "framework" of the body, and deals with one of the most complex body systems, the nervous system. Volume 2 covers the anatomy and physiology by looking at the other body systems. Volume 3 looks at some common procedures performed by surgeons of the various surgical specialties. Volume 4 covers supporting tasks and duties such as medical logistics, medical readiness, and some of the administrative and managerial duties needed to progress through the ranks in the surgical service career field.

Special Information: CDC 4N151A is a mandatory prerequisite for enrollment in CDC 4N151B.

4N171-Surgical Service Craftsman

4N171N-ELECTRONIC CDC

1 Volume: Activated – October 2008

Hours: Volumes - 21 CE - 6

Points: Volumes - 7 CE - 2

Content: This one volume course begins with an overview of supervision, paying particular attention to the newly assigned surgical service apprentice. It looks at publications and other written correspondence, and finishes with one of the key processes in the medical facility—performance improvement and risk management. This volume also centers on resources; it begins with a look at the medical resource management office, and ends with material responsibility. Further in this volume, a focus on administrative procedures of ancillary areas of surgery such as central sterile supply (CSS) and the various clinics. Medical readiness and specific contingency roles of the surgical service technician, and the volume ends with an overview of some advanced surgical practices that senior technician may be required to perform when scrubbing cases.

(4Y) Dental

4Y051A-Dental Assistant Journeyman

4Y051N-Electronic CDC

5 Volumes: New Activation – January 2007
Initial Activation - May 2001

Hours: Volumes - 102 CE - 24

Points: Volumes - 34 CE - 8

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 covers knowledge of dental equipment and user equipment maintenance; presents information about the infection control program and Occupational Safety & Health Administration (OSHA) standards. Discusses the principles of sterilization along with clinical, radiology, and laboratory procedures for infection control, and stresses safety and health; this includes general safety principles as well as safety specific to dentistry. Volume 2 covers information relating to the preparation and prevention of emergency procedures, and introduces the basic clinical procedures in the dental assistant career field. Volume 3 covers procedures, equipment, and instruments utilized for exams, general

dentistry, endodontics, oral surgery, and Periodontics. Also outlines the procedures for periodontal instrument sharpening. Volume 4 covers information about subject knowledge and clinical treatment procedures related to prosthodontics. Covers information about specific procedures related to complete dentures and removable partial dentures, and includes sections on dental implants, and special appliances and provides information about basic laboratory tasks. Also covers information regarding subject knowledge and clinical treatment procedures related to orthodontics, and information regarding pediatric dentistry and includes the function, patient management and basic treatment procedures. Finally, Volume 5 deals with information on the principles of radiology, the paralleling techniques, film processing and mounting, and the evaluation of radiographs. Also covers the USAF preventive dentistry program and clinical procedures performed in dental health, gives detail information covering oral prophylaxis procedures, provide information in the areas of oral health education and prevention dentistry counseling, and provide information on the nutritional needs of your patients.

4Y051B-Dental Assistant Journeyman

4Y051O-ELECTRONIC CDC

3 Volumes: Activated - May 2001

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 contains information on ethical responsibilities as a healthcare provider and coworker. It also covers legal aspects and responsibilities as a dental assistant; and includes comprehensive information about an area nearly as important as direct patient care—dental administration. Volume 2 presents a comprehensive study of anatomy and physiology of cells and tissues, and body systems; is also concerned with dental anatomy, physiology and histology. Volume 3 contains a comprehensive study of oral pathology including inflammation, dental plaque, calculus and stains, caries pulpitis, and periapical diseases, periodontal disease, and anomalies and pathology of the oral cavity; introduces the basics of elementary chemistry as a foundation for more specific applications of chemistry in therapeutics, materials, radiology and dental health; and presents a study of dental materials; Volume 3 also includes factors affecting dental materials, restorative uses of materials, prosthodontic uses of materials and miscellaneous dental materials.

4Y052-Dental Laboratory Journeyman

4Y052N- Electronic CDC

5 Volumes: New Activation - June 2011

Initial Activation - November 1997

Hours: Volumes - 105 CE - 21

Points: Volumes - 35 CE - 7

SALE RESTRICTED (Copyright Material) Limited to Department of Defense Personnel

Content: Volume 1 discusses personal conduct, safety, health, and presents information about how to manage resources in the laboratory. Volume 2 discusses oral anatomy and oral physiology, covers a review of dental materials science, and presents information on how dental materials react to chemical and functional changes. Volume 3 describes the procedures to inspect preliminary impressions and casts, discusses the fundamentals of orthodontic appliances, and provides information on special prosthesis and articulators. Volume 4 discusses the classification, components, and design of removable partial dentures; outlines RPD framework waxing and processing procedures; presents information on fabricating complete dentures; and discusses denture techniques for a variety of patient conditions. Volume 5 covers information about all-metal, metal-ceramic, and all-ceramic restoration, wax pattern fabrication for all-metal and metal ceramic structures and constructing a custom incisal guide table, presents the “how to” for processing and completing metal restorations, demonstrates procedures for fabricating and completing

porcelain applications for metal-ceramic restorations and porcelain veneers; and discusses unique all-metal restorations, resin-retained and veneered fixed restorations, and concludes with dental implants.

4Y071-Dental Assistant Craftsman

4Y071N-Electronic CDC

1 Volume: Activated – September 2007
Initial Activation - April 2003

Hours: Volumes - 18 CE - 6

Points: Volumes - 6 CE - 2

Content: This one volume course covers the USAF Dental Service's mission, function, and organization; concentrates on the administrative side of clinic management; and in depth coverage of materiel basics, research, procurement, and issue/turn-in of supplies and equipment.

4Y072-Dental Laboratory Craftsman

4Y072N-ELECTRONIC CDC

1 Volume: Activated – August 2007
Initial Activation - April 2003

Hours: Volumes - 21 CE - 6

Points: Volumes - 7 CE – 2

Content: This one volume course covers the Dental Service mission, function and organization, staffing, professional relations, and dental laboratory management. Also, covers a variety of administrative topics to include official correspondence, dental directives, inspections, administrative files, and the management of supplies and equipment, budgets, and the Medical Expense and Performance Reporting System (MEPRS).

(5J) Paralegal

5J051- Paralegal Journeyman

5J051N-Electronic CDC

5 Volumes: Activated – July 2009

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

Content: Volume 1 covers information about TJAG's history, the paralegal career field, duties and responsibilities of TJAG's Corps, and TJAG awards. This volume also discusses management and training, the self-inspection program, and law libraries. Volume 2 covers how to perform manual and computerized legal research and the many aspects of legal documents and writing encountered as a paralegal. It also discusses the many types of inspections, investigations, and interviews that are involved in performing the duties of a paralegal. Volume 3 covers information on the administrative separation of enlisted and officer personnel, legal assistance and preventive law programs, and gives an overview of a wide range of other administrative/general law actions that include administrative/investigative inquiries and complaints under Article 138 of the Uniform Code of Military Justice. This volume discusses the Privacy Act, the Freedom of Information Act, the Federal Magistrate Court system, contracts, environmental, labor, and fiscal law, ethics and standards of conduct, and professional responsibilities, and this volume ends with an overview of international and operational law. Volume 4 covers nonjudicial punishment, military justice administration, and the Automated Military Justice Analysis and Management System (AMJAMS). Volume 5 introduces the Air Force claims program by discussing directives, levels of authority, and some administrative aspects of claims, covers personnel and

transportation claims under AFI 51-502, covers the government's responsibility to investigate, adjudicate, and settle tort claims against the Air Force under the Military Claims Act and the Federal Tort Claims Act. Finally, this volume covers property damage claims asserted in favor of the United States and introduces a myriad of claims, including Article 139, UCMJ claims; nonappropriated fund claims; use of government property claims, international agreement claims; Air National Guard claims, Civil Air Patrol claims, and medical malpractice claims.

(5R) Chaplain Service Support

5R051-Chaplain Assistant Journeyman

5R051N-ELECTRONIC CDC

2 Volumes: New Activation – June 2011

Hours: Volumes - 33 CE - 6

Points: Volumes – 11 CE - 2

Content: Volume 1 deals with the USAF Chaplain Service and religious program support at your permanent duty station. Religious program support is one of the core areas in which chaplain assistants perform their duties. Volume 2 covers Expeditionary Ministry, which is becoming increasingly a way of life as we support the Global War on Terror.

(6C) Contracting

6C051A-Contracting Journeyman

6C051N-ELECTRONIC CDC

3 Volumes: Activated - May 2005

Revised - June 2001

Initial Activation - December 1997

Hours: Volumes - 27 CE - 6

Points: Volumes - 9 CE - 2

6C051N- Web Based Version

6C051O- Web Based Version

Content: Volume 1 covers the basic information necessary for upgrading to the 5-skill level in the contracting career field: Contracting Authority, Presolicitation Decisions, and Guidance and Authority. Volume 2 covers the chronological process of simplified acquisition procurements. Volume 3 addresses the tools and techniques on how to award those requirements. It will describe how an award is accomplished; and covers post award responsibilities and actions to finalize the process.

Special Information: CDC 6C051A is a mandatory prerequisite for enrollment in CDC 6C051B.

6C051B-Contracting Journeyman

6C051O-ELECTRONIC CDC

3 Volumes: Activated - June 2005

Revised - June 2001

Initial Activation - June 1998

Hours: Volumes - 45 CE - 12

Points: Volumes - 15 CE - 4

Content: Volume 1 covers using activity requirements, contracting fundamentals as they apply to major acquisitions, the sealed bidding process, and evaluating bids and awarding contracts. Volume 2 covers the negotiation policies and the differences between sealed bidding and negotiated procedures; addresses source selection procedures as well as cost and pricing issues; and covers the entire negotiation process to include preparing for and conducting negotiations and how the award is completed and documented. Volume 3 discusses contract administration information, provides guidance on how to make changes in a contract or terminate a contract, and addresses unique types of contracting actions.

Special Information: CDC 6C051A is a mandatory prerequisite for enrollment in CDC 6C051B.

(6F) Financial

6F051A-Financial Management and Comptroller Journeyman

6F051J- DVD Format

6F051N-ELECTRONIC CDC

2 Volumes: Activated – July 2008

Hours: Volume - 27 CE - 6

Points: Volume - 9 CE – 2

Content: Volume 1 covers the financial management career field. This volume gives an overview of the Defense Finance and Accounting Service (DFAS), comptroller structure, professional development, and some items that are important to every comptroller such as quality assurance and management controls. Also covers military pay items, common allowances, and discusses allotments and deductions. Volume 2 covers the transactions that affect the Master Military Pay Account which includes PCS, leave, and partial payments. Also include a more in-depth look at PCS and TDY travel payments, covers the function of the Disbursing Offices' (DO), and finally covers how to proceed during a deployment plus other important functions needed.

6F051B-Financial Management and Comptroller Journeyman

6F051K- DVD Format

6F051O-ELECTRONIC CDC

2 Volumes: Activated – July 2008

Hours: Volume - 36 CE - 6

Points: Volume - 12 CE –2

Content: Volume 1 covers the accounting process that includes an overview of the accounting process to include the accounting systems and funds certification, document processing, management products and merged accountability and fund reporting. Also, concentrates on the cost per flying hour, billings and collections, and this volume ends with a discussion on contingency operations. Volume 2 contains an overview of financial analysis and covers the federal budget system and the budget process, addresses the basics of financial planning and applies this to the Operations and Maintenance (O&M) execution plan and other essential purposes, explains how to develop operating budgets and O&M execution plans and how to execute both at the base level including funds distribution, explains the responsibilities and programs that make up the resource management system (RMS), and finally, discusses fiscal law and outlines several methods for conducting cost analysis.

6F071-Financial Management and Comptroller Craftsman

1 Volume: Activated – November 2011

Hours: Volume - 21 CE - 3

Points: Volume - 7 CE - 1

Content: This volume covers a wide range of items including (but not limited to) performance standards, using the Career Field Education and Training Plan (CFETP), and Noncombatant Evacuation Operation. Also covers, Management Control, Quality Assurance, AF Audit Programs, examines Cost and Economics and addresses processing transactions and auditing, and finally discuss Contingency Operations and Decision Support.

(9S) Reporting Identifiers

9S100A-Technical Application Specialist

Reporting Identifier 9S100 upgrade training involves two separate Job Knowledge Development Courses, 9S100A and 9S100B. Completion of both courses is required for upgrade to the **5 competency level**.

9S100A-Basic Technical Application

2 Volumes: Activated November 2006

SALE RESTRICTED TO NEED TO KNOW – Department of Defense Personnel with a Valid Secret Security Clearance

Content: Volume 1 covers Technician Fundamentals basic career information to include safety, maintenance management principles, troubleshooting, geographic, travel, computers and communication systems. Volume 2 covers Mission and Organization, mission areas, missions and history of the 9S100 Reporting Identifier.

SPECIAL INFORMATION: Questions concerning course content or material should be addressed to the 312 TRS/DOEX, 170 Griffin Street, Goodfellow AFB, TX 76908-4001 (Attn: 9S100 JKDC Writer) or by calling DSN 477-4500. Classified inquiries must be directed via SIPRNET to kevin.culleton@goodfellow.af.smil.mil.

Prerequisites for enrolling:

1. Anyone in the 9S100 career ladder structure.
2. Secret security clearance.
3. This JKDC is mandatory for personnel in initial qualification training in RI 9S100.
4. This JKDC is a prerequisite for 9S100B enrollment.
5. An area accredited for the processing and storage of SECRET/NOFORN material.

9S100B-Advanced Technical Application

3 Volumes: Activated November 2006

SALE RESTRICTED TO NEED TO KNOW-Department of Defense Personnel with a Valid Secret Security Clearance

Content: Volume 1 covers Geophysical fundamentals starting with Earth Science, seismic detection and sensors, signal processing and analysis. Volume 2 covers Electromagnetic Application the electromagnetic spectrum, electro-optical, radar, radio frequency, and basic nuclear detonation principles as they apply to RI 9S100. Volume 3 covers Material Application basic material chemistry, biology, and nuclear material collection and analysis principles.

SPECIAL INFORMATION: Questions concerning course content or material should be addressed to the 312 TRS/DOEX, 170 Griffin Street, Goodfellow AFB, TX 76908-4001 (Attn: 9S100 JKDC Writer) or by calling DSN 477-4500. Classified inquiries must be directed via SIPRNET to kevin.culleton@goodfellow.af.smil.mil.

Prerequisites for enrolling:

1. Successful completion of JKDC 9S100A.
2. Anyone in the 9S100 career ladder structure.
3. Secret security clearance.
4. This JKDC is mandatory for personnel in upgrade training to the **5 competency level** in RI 9S100.
5. An area accredited for the processing and storage of SECRET/NOFORN material.

B6ERBM/B6ERPM-USAF Ergonomics (CD-ROM)

19 Modules on 1 CD-ROM: Activated - May 2001

Hours: Volumes - 39 CE - 9

Points: Volumes - 13 CE - 3

Content: This computer-based instruction provides knowledge and skills for bioenvironmental engineering and public health officers, enlisted, and civilian personnel. Training will cover the basics of work related musculo-skeletal disorders (WMSDs), health effects of WMSDs, methods of evaluation, discussion of available standards and criteria, control principles and methods, workstation and tool design, field ergonomic surveys, methods of active and passive surveillance, developing ergonomic education and training for workers and supervisors, developing, implementing, and improving ergonomic programs at base level, and medical management of WMSDs.

Computer system/software minimum requirements: Pentium 175 MHz (266 MHz recommended) computer with 32 MB RAM (64 MB recommended), 5 MB hard drive space available, a SVGA monitor capable of color display of 256 colors, sound card and headphone or speakers, 2x speed (24x recommended) CD-ROM drive, and Microsoft Windows 95/98/00 or NT 4.0.

Special Information: This course must be completed within one year of enrollment date.

Module 1	Introduction
Module 2	Work-Related Musculoskeletal Disorders and Ergonomics
Module 3	Basic Musculoskeletal Anatomy and Biomechanics/Physiology
Module 4	Risk Factors for Common Work-Related Musculoskeletal Disorders
Module 5	Governmental and Nongovernmental Ergonomic Guidance
Module 6	DoD and USAF Ergonomic Guidance
Module 7	Management Commitment and Marketing
Module 8	Passive Surveillance
Module 9	Active Surveillance and the Job Requirements/Physical Demands Survey
Module 10	Anthropology
Module 11	Work Station Design

Module 12	Tool Design
Module 13	Job Analysis Using the Level One Ergonomic Guides
Module 14	NIOSH Lifting Equation
Module 15	Controlling Ergonomic Hazards
Module 16	Medical Management
Module 17	Tools That Can Be Used To Train the Trainer
Module 18	Ergonomics Program Review and Evaluation
Module 19	Technical Resources

B6RSOM-USAF Radiation Safety Officer (CD-ROM)

11 Modules on 1 CD-ROM: Activated - June 2003 (date on label: March 2003)

Hours: Volume - 39 CE - 9

Points: Volume - 13 CE - 3

Content: This computer-based instruction provides knowledge and skills for DOD officers, civilians, and enlisted personnel who have been designated as the Radiation/Safety Officer or alternate or are actively involved in the base radiological health program. Training will cover the basics of health physics and in-depth practical advice on developing and maintaining a radiation protection program. Training includes basic health physics, internal and external dosimetry, radiation instrumentation, transportation, disposal, and radiation protection program.

Computer system/software minimum requirements: Pentium 266 MHz computer with 32 MB RAM (64 MB recommended); 5 MB hard drive space available; a SVGA monitor with a 2 MB True Color (16 bit) capable video card or higher; sound card and headphone or speakers; CD-ROM drive (24x recommended); Microsoft Windows 95/98, NT 4.0, 2000, or XP; and Internet Explorer 5.0 (not Netscape compatible).

Module 1	Fundamental Concepts
Module 2	Interactions and Biological Effects of Ionizing Radiation
Module 3	Instruments
Module 4	Dosimetry
Module 5	Radiological Protection and Control
Module 6	Transportation
Module 7	Disposition of Radioactive Material
Module 8	Accidents and Incidents
Module 9	Regulations
Module 10	Licensing and Permitting
Module 11	Operational Radiation Safety Program

(02A) Aircraft Communication/Navigation Systems

02A42-Aircraft Communication/Navigation Systems

1 Volume: Activated - December 1999

Hours: Volume - 24 CE - 6

Points: Volume - 8 CE - 2

Content: This one-volume course covers the Airborne Performance Monitor, Communications Patching Facility, Test Facilities, Secure Voice Switching, Message Processing System, Manual Telephone Switching Set, and the Milstar Satcom System.

(66) Logistics, Plans, and Programs

06601-Introduction to the Quality Function

1 Volume: Revised - January 1988

Revised - October 1978

Hours: Volume - 21 CE - 6

Points: Volume - 7 CE - 2 (CCAF Credit-0)

Content: This course is designed to provide an introduction to the philosophy and policies for quality assurance. Emphasis is given to the application of quality matters in an industrial/military environment. In any effort which involves such a range of activities as quality assurance, no one person can know and do everything necessary in the operation of such a program. Consequently, this course explores only the basic methods and techniques that have assisted industrial and military managers in conducting effective quality assurance programs.

06608-An Introduction to Air Force Provisioning Management

1 Volume: Activated - October 1989

Hours: Volume - 21 CE - 6

Points: Volume - 7 CE - 2 (CCAF Credit-0)

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Content: Course 6608 is designed to provide a brief overview of the provisioning management process as it is carried out in the Air Force today. The intent of the course is to provide a broad overview of the process for Air Force managers working in provisioning-related fields. The course includes provisioning and the systems acquisition process, integrated logistics support, logistics support analysis, provisioning planning, the formal provisioning process, the technical functions of provisioning, other considerations in the provisioning process, and the provisioning process as a whole.

06613-Quality Management

1 Volume: Activated - October 1993

Hours: Volume - 12 CE - 3

Points: Volume - 4 CE - 1

Content: This one-volume text on quality management is intended to provide an overview of the leading philosophies in DOD's Total Quality Management (TQM) process. This volume covers the introduction to quality, Dr. Deming's philosophy of management, Federal Government's involvement in TQM, Dr. Juran's quality management trilogy and quality leadership, Phil Crosby's philosophy, problem solving and process improvement tools, and statistical process control and variability reduction.

